

TOWN OF STOW

ANNUAL TOWN MEETING

MONDAY, MAY 16, 2005

7:00 P.M.

HUGH MILL AUDITORIUM/GYMNASIUM
HALE MIDDLE SCHOOL

ANNUAL TOWN ELECTION

TUESDAY, MAY 24, 2005

7:00 A.M. TO 8:00 P.M.

CENTER SCHOOL AUDITORIUM

Annual Report of Officers and Committees
Available at Town Building, Police Station
and Randall Library

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Finance Committee Report

Annual Town Meeting May 16, 2005 (Report written April 14, 2005)

Budgeting for FY06 has been difficult – as it has for the past 5 fiscal years – resulting in the need once again to make difficult decisions about “What We Want vs. What We Can Afford.” We encourage you as voters to approach this year’s Annual Town Meeting with that same mindset.

At times over the last five years we have not needed Prop 2 1/2 overrides to balance our budget because we have had healthy balances in our stored assets accounts (free cash and the stabilization fund) from which we could pull funds to cover the difference between the Town’s projected revenue and expenses. However, for the past few years, including the upcoming year, we have needed Prop. 2 1/2 overrides to balance the budget, and our savings have hit dangerously low levels. Standard & Poors recently issued a report on Stow’s finances noting that we should actively work to restore our stored assets to higher levels. While Stow is not alone in this predicament, knowing this does not make the solutions any easier.

LIVING WITHIN OUR MEANS

As a Town, it is important that Stow “live within its means.” The Finance Committee recognizes that this is difficult to do as costs for many existing programs and services continue to rise at a rate faster than our revenue (excluding Prop 2 1/2 overrides). However, we do not feel that the Town can continue to support year after year overrides to balance the budget. Perpetual overrides are not financially sustainable, nor are they reasonable for many of our Town’s residents. To put this in context, Stow’s revenue (excluding overrides and transfers from savings accounts) has risen an average of only 5.1% over the past five years, while expenses have risen 7.0%. Ultimately, all departments, both municipal and educational, must work together so that spending does not regularly exceed our available income.

WHAT THIS WARRANT MEANS TO YOU

If all spending in the warrant is approved, total expenses will increase by \$1.1 million, or 6.4%, from \$17.2 million to \$18.3 million. In order to fund this spending, we have only two choices: increase income by \$1.1 million (6.4%), or increase income by a lesser amount and use savings to pay the balance. Following are the revenue sources we expect to use in the next fiscal year.

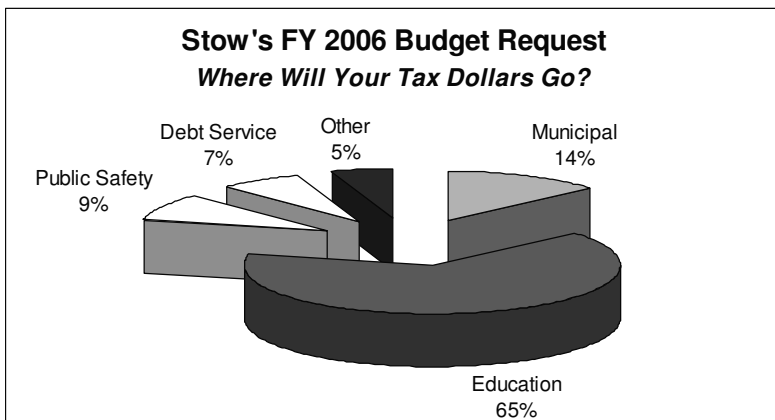
<u>Revenue Sources</u>	<u>FY05</u>	<u>FY06</u>	<u>\$ Increase</u>
Total Property Tax (excl. override)	\$14,495,947	\$15,644,937	\$1,148,990
State Aid	387,495	445,055	57,560
State Aid-Hale School Reimbursement	346,495	346,495	-
Local Receipts	1,411,411	1,340,400	(71,011)
Transfer from Other Funds/Carryovers	22,340	56,340	34,000
Free Cash (to fund Capital Spending)	<u>287,667</u>	<u>146,445</u>	<u>(141,222)</u>
Total Revenue (without override)	\$16,951,355	\$17,979,672	\$1,028,317
<u>Override</u>	<u>250,000</u>	<u>350,000</u>	<u>100,000</u>
Total Revenue to balance budget	\$17,201,355	\$18,329,672	\$1,128,317

If approved in its entirety, this budget will increase the average tax bill in Stow by approximately \$335.

EXPENSES

As we consider the Town's expenses, it's important to understand how we spend our money. As you can see from this pie chart, the Minuteman and Nashoba school assessments make up approximately 65% of our annual spending. Public safety, police and fire, accounts for about 9%, while the rest of the municipal budget consumes 14% of our expenses.

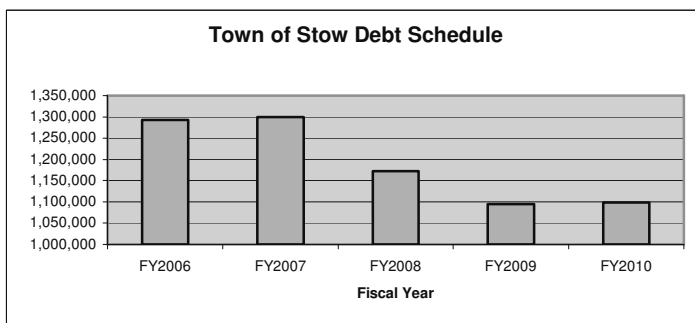
All spending categories, with the exception of capital, are rising this year. Sorted by total requested spending, following are the budget items that make up the proposed \$1.1 million spending increase:



<u>Budget Category</u>	<u>FY05</u>	<u>FY06</u>	<u>\$ Increase</u>	<u>% Increase</u>
Nashoba Regional School District	\$10,127,918	\$10,906,207	\$778,289	7.7%
Municipal Budget	3,910,824	4,141,493	230,669	5.9%
Debt Service	1,279,093	1,294,683	15,590	1.2%
Minuteman Vocational School	920,276	987,068	66,792	7.3%
Tax Recap Items	436,344	458,043	21,699	5.0%
Special Articles, Raise & Appropriate	216,893	309,071	92,178	42.5%
Capital Spending	287,667	146,445	(141,222)	-49.1%
Special Articles, Appropriate & Transfer	<u>22,340</u>	<u>56,340</u>	<u>34,000</u>	<u>152.2%</u>
Total Expenditures	\$17,201,355	\$18,299,350	\$1,097,995	6.4%

DEBT

The following chart shows approximate debt payments (principal & interest) for the next 5 years. Note that this excludes debt for the NRSD High School and Deficit bond, both of which are included in the NRSD assessment. As you can see, debt payments are a considerable expense for Stow. Please note that this schedule does not take into consideration potential debt for any new/renovated school(s).



The Stow Finance Committee

Jason Robart - Chairman,

Patricia Heron, David Walrath - Vice Chairmen

Stephen Dungan, Thomas Ryan - Members

Brian Burke, Pamela Glauner, Henry Hagopian, Charles Kern - Associate Members

Attachment A

Reserve Fund Transfer Details

The Finance Committee administers the Town Reserve Fund, which is used for unexpected or emergency unbudgeted expenses during the fiscal year. For both FY2004 and FY2005, \$70,000 has been put into the Reserve Fund. Unexpended Reserve Fund monies return to the Town's General Fund as Free Cash, for use in the following fiscal year.

Town of Stow
Finance Committee
Reserve Fund Transfers
FY04 and FY05

<u>Date</u>	<u>Description</u>	<u>Amount</u>
FY2004		
10/02/2003	Treasurer (Short Term Bond costs)	\$ 650.00
11/25/2003	Selectmen (Advertising for Admin. Asst.)	614.14
12/09/2003	Board of Health (unexpected dumpster costs)	500.00
01/13/2004	Recreation (Wages)	1,949.00
03/09/2004	Board of Health (new water test requirements)	2,000.00
06/08/2004	Town-Wide Expenses (Insurance)	18,519.00
06/08/2004	Board of Appeals (Wages)	285.00
06/22/2004	Lake Boon Commission (patrol boat motor)	3,125.00
		<hr/>
		\$ 24,517.14
		<hr/>
FY2005		
Includes requests approved as of 4/14/05		
10/05/2004	Selectmen (Advertising for Admin. Asst.)	1,040.50
10/19/2004	Police Dept (Custodian services)	5,500.00
12/07/2004	Treasurer Legal (Tax Title Foreclosure)	2,025.00
03/22/2005	Veterans' Benefits	6,000.00
03/31/2005	Interim Bldg. Inspector Wages	760.00
04/05/2005	Town Hall - fix crack in furnace	4,085.00
		<hr/>
		\$ 19,410.50
		<hr/>

As a final note, the Finance Committee was asked by several voters to provide the amounts of the Payment in Lieu of Taxes (PILOT) received from Hudson Light & Power. For fiscal year 2006, the PILOT payment is expected to be approximately \$47,000. This same dollar value was projected for FY05 as well.



WARRANT FOR 2005 ANNUAL TOWN MEETING

To either of the Constables of the Town of Stow, in the County of Middlesex, GREETINGS:

In the name of the Commonwealth of Massachusetts, you are directed to notify and warn the inhabitants of the Town of Stow, qualified to vote in Elections and Town Affairs, to assemble in

HUGH MILL AUDITORIUM AT THE HALE SCHOOL

In said Town on

MONDAY, THE SIXTEENTH DAY OF MAY 2005

AT 7:00 P.M.

Then and there to act on the following Articles, namely:

ARTICLE 1. TOWN OFFICERS NOT ELECTED BY BALLOT

To choose all other necessary Town Officers who will not be elected by ballot at the Annual Election on May 24, 2005.

ARTICLE 2. REPORTS OF SELECTMEN AND OTHER OFFICERS AND COMMITTEES

To hear the reports of the Selectmen and other Officers and Committees of the Town for 2003 and 2004; or take any action relative thereto.

ARTICLE 3. REPORTS OF SPECIAL COMMITTEES

To hear the reports of special committees of 2003 and 2004; or take any action relative thereto.

ARTICLE 4. WAGE AND SALARY SCHEDULES

To see if the Town will vote to amend Article 11 of the General Bylaws of the Town, Personnel Administration, by deleting from Section 20.h. the existing salary Schedules A, B, C, D and E and inserting in place thereof the following new Schedules; or take any action thereto.

(Selectmen)

The Finance Committee recommends approval of Article 4. This wage and salary schedule represents a total increase of 3percent over FY 2005 levels. It is important to note that the Town is in the midst of a review of all town salaries. It is our understanding that this report will be finalized and presented to the Town this fall.

TOWN OF STOW
WAGE & SALARY SCHEDULES
Effective July 1, 2005(3%)

SCHEDULE A
ANNUAL RATE POSITIONS

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Police Chief	60,722	62,930	66,242	71,762	81,173
Supt. of Streets	53,806	57,167	60,533	63,894	67,259
Fire Chief	54,636	56,822	60,101	65,564	71,028
Town Acct.	47,847	50,838	53,828	56,820	59,808
Police Lieut.	57,915	62,285	65,564	68,842	71,028
Treas. Collector	45,188	48,014	50,838	53,660	56,485
Bldg. Inspector	44,236	46,999	49,764	52,530	55,295
Planning, Zoning, Environmental Coordinator	42,094	44,726	47,356	49,991	52,619
Library Director	42,094	44,726	47,356	49,991	52,619
Selectmen's Admin. Asst.	33,235	35,210	37,282	39,350	41,422
Town Clerk	33,235	35,210	37,282	39,350	41,422

SCHEDULE B
HOURLY RATE POSITIONS

GROUP A

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Parks/Commons Worker	9.61	10.44	11.32	12.15	12.98
Cemetery Worker	9.61	10.44	11.32	12.15	12.98
Custodian	9.61	10.44	11.32	12.15	12.98

GROUP B

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Assistant Town Clerk	10.91	11.74	12.62	13.67	14.69
Capital Prog. Comm. Secy.	10.91	11.74	12.62	13.67	14.69

SCHEDULE B
HOURLY RATE POSITIONS, cont.

GROUP C

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Bd.of Appeals Secretary	11.74	12.79	13.80	14.86	15.88
Town Secretary	11.74	12.79	13.80	14.86	15.88
Highway/Tree/ Grounds Worker	11.74	12.79	13.80	14.86	15.88

GROUP D

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Highway/Tree Grounds Driver-Laborer	14.53	15.46	16.36	17.25	18.15

GROUP E

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Highway Dept. Equipment Operator	15.87	16.86	17.84	18.85	19.82
Tree Worker (Moth)	15.87	16.86	17.84	18.85	19.82
Maintenance Person	15.87	16.86	17.84	18.85	19.82

GROUP F

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Highway Dept. Mechanic	16.83	17.81	18.94	19.99	21.02
Crew Chief	16.83	17.81	18.94	19.99	21.02

GROUP G

<u>Position Title</u>	<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Maximum</u>
Highway Dept. Foreman	17.80	18.91	20.01	21.12	22.22

SCHEDULE C
SINGLE RATE POSITIONS PAID ANNUALLY

<u>Position Title</u>	<u>Salary</u>
Registrar of Voters	113
Assistant Registrar of Voters	226
Animal Control Officer	14,381
Director of Summerthing	2,269
Beach Director	4,888
Cemetery Superintendent	10,286
Animal Inspector	2,745
Veterans' Agent	1,239
<u>Position Title</u>	<u>Salary</u>
Council on Aging Secretary	788

SCHEDULE D
SINGLE RATE POSITIONS PAID HOURLY

<u>Position Title</u>	<u>Salary</u>
Election Warden	8.64
Election Clerk	8.64
Election Teller	7.65
Election Clerical Assistance	7.65
Lifeguard	9.50
Lifeguard (W.S.I.)	11.21
Beach Checker	7.65
Street Lister	8.25
Street Listing Clerk	7.65
Street Numberer	7.65
Per Diem Firefighter (call)	11.31
Apprentice Firefighter (call)	11.63
Firefighter (call)	13.29
Emergency Medical Technician (call)	13.29
Firefighter/EMT (call)	13.89
EMT - w/Defib & Epi Pen (call)	14.50
Firefighter/EMT - w/Defib & Epi Pen (call)	15.11
Officers - Fire or Medical (call)	16.33
Police Officer, part-time	18.58
Police Matron	16.39

SCHEDULE D, Cont.
SINGLE RATE POSITIONS PAID HOURLY

<u>Position Title</u>	<u>Salary</u>
Auxiliary Police Officer	12.13
Dispatcher, part-time	12.13
Summerthing Assistants	7.65

SCHEDULE E
FIRE DEPARTMENT ANNUAL SINGLE RATES

<u>Position Title</u>	<u>Salary</u>
Deputy Fire Chief (call)	820
Fire Engineer	711
Fire Captain (call)	546
Fire Lieutenant (call)	437
Fire Medical Officer	328
EMS Quartermaster	218
<u>Position Title</u>	<u>Salary</u>
EMS Schedule Coordinator	165
EMS Assistant Coordinator	274
EMS Records Coordinator	328

SCHEDULE F
FEE RATE POSITIONS

<u>Position Title</u>	<u>Salary</u>
Wire Inspector	90% of fees collected
Deputy Wire Inspector	90% of fees collected
Gas Inspector	90% of fees collected
Assistant Gas Inspector	90% of fees collected
Animal Disposal Officer	\$10 per animal
Sealer of Weights & Measures	Total fees collected

An employee who qualifies to receive benefits from the Town's Educational Incentive program will earn a 5 percent, 10 percent or 15 percent annual bonus above his or her base Step Schedule wage or salary.

ARTICLE 5. GENERAL BUDGET FOR FISCAL 2006

To see what sums of money the Town will vote to raise and appropriate, or appropriate and transfer from available funds, to defray the necessary expenses of the several departments of the Town, as set forth in the following line items, or any other sums; or take any action relative thereto.

(Selectmen)

The Finance Committee recommends approval of Article 5 at the levels noted in the Finance Committee Recommended column listed in the Article.

The only difference between the Selectmen's recommended amount and the Finance Committee's recommended amount are in the Nashoba Regional School District assessment (we will make a presentation explaining our position at Town Meeting); and in the Recreation Department's budget request (we will make a recommendation at Town Meeting).

		FY2005 ACTUAL BUDGET	FY2006 BUDGET REQUESTED	FY2006 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY2006 BUDGET FINANCE COMMITTEE RECOMMEND
Line No.					
	MUNICIPAL BUDGET				
	<u>GENERAL GOVERNMENT</u>				
	MODERATOR				
1	MODERATOR SALARY	33.00	34.00	34.00	34.00
2	MODERATOR EXPENSES	42.00	42.00	42.00	42.00
	MODERATOR TOTAL	75.00	76.00	76.00	76.00
	SELECTMEN				
3	ADMINISTRATIVE ASSISTANT SALARY	40,215.00	37,282.00	37,282.00	37,282.00
4	SELECTMEN EXPENSES	7,931.00	8,515.00	8,515.00	8,515.00
5	TOWN ADMINISTRATOR SALARY	82,352.00	84,823.00	84,823.00	84,823.00
6	TOWN ADMINISTRATOR EXPENSES	500.00	500.00	500.00	500.00
	SELECTMEN TOTAL	130,998.00	131,120.00	131,120.00	131,120.00
	TOWN BUILDING CLERICAL				
7	TOWN BUILDING CLERICAL WAGES	10,000.00	7,714.00	7,714.00	7,714.00
	FINANCE COMMITTEE				
8	FINANCE COMMITTEE WAGES	2,524.00	2,747.00	2,747.00	2,747.00
9	FINANCE COMMITTEE EXPENSES	395.00	445.00	445.00	445.00
	FINANCE COMMITTEE TOTAL	2,919.00	3,192.00	3,192.00	3,192.00
	TOWN ACCOUNTANT				
10	ACCOUNTANT SALARY	29,163.00	30,038.00	30,038.00	30,038.00
11	ACCOUNTANT CLERK	3,752.00	3,864.00	3,864.00	3,864.00

		FY2005 ACTUAL BUDGET	FY2006 BUDGET REQUESTED	FY2006 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY2006 BUDGET FINANCE COMMITTEE RECOMMEND
	SALARY				
12	ACCOUNTANT EXPENSES	840.00	875.00	875.00	875.00
	TOWN ACCOUNTANT TOTAL	33,755.00	34,777.00	34,777.00	34,777.00
	ASSESSORS				
13	ASSESSORS' ASSISTANT WAGES	45,976.00	47,356.00	47,356.00	47,356.00
14	ASSESSORS CLERICAL WAGES	36,195.00	38,272.00	38,272.00	38,272.00
15	ASSESSORS EXPENSES	5,900.00	6,300.00	6,300.00	6,300.00
	ASSESSORS TOTAL	88,071.00	91,928.00	91,928.00	91,928.00
	TREASURER-COLLECTOR				
16	TREASURER-COLLECTOR SALARY	55,340.00	56,985.00	56,985.00	56,985.00
17	TREASURER-COLLECTOR CLERICAL WAGES	42,718.00	44,160.00	44,160.00	44,160.00
18	TREASURER-COLLECTOR EXPENSES	36,640.00	37,050.00	37,050.00	37,050.00
	TREASURER-COLLECTOR TOTAL	134,698.00	138,195.00	138,195.00	138,195.00
	TOWN CLERK				
19	TOWN CLERK SALARY	38,204.00	39,350.00	39,350.00	39,350.00
20	TOWN CLERK OTHER WAGES	10,952.00	14,679.00	14,679.00	14,679.00
21	TOWN CLERK EXPENSES	9,015.00	9,000.00	9,000.00	9,000.00
	TOWN CLERK TOTAL	58,171.00	63,029.00	63,029.00	63,029.00
	CONSERVATION COMMISSION				
22	CONSERVATION COMMISSION CLERICAL WAGES	40,767.00	49,701.00	49,701.00	49,701.00
23	CONSERVATION COMMISSION EXPENSES	3,618.00	4,517.00	4,517.00	4,517.00
	CONSERVATION COMMISSION TOTAL	44,385.00	54,218.00	54,218.00	54,218.00
	PLANNING BOARD				
24	PLANNING BOARD CLERICAL WAGES	77,490.00	82,315.00	82,315.00	82,315.00
25	PLANNING BOARD EXPENSES	3,657.00	6,050.00	6,050.00	6,050.00
	PLANNING BOARD TOTAL	81,147.00	88,365.00	88,365.00	88,365.00
	BOARD OF APPEALS				
26	BOARD OF APPEALS CLERICAL WAGES	5,203.00	5,343.00	5,343.00	5,343.00
27	BOARD OF APPEALS EXPENSES	2,790.00	2,800.00	2,800.00	2,800.00
	BOARD OF APPEALS TOTAL	7,993.00	8,143.00	8,143.00	8,143.00

		FY2005 ACTUAL BUDGET	FY2006 BUDGET REQUESTED	FY2006 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY2006 BUDGET FINANCE COMMITTEE RECOMMEND
	MUNICIPAL BUILDING				
28	MUNI BUILDING & PROPERTY WAGES	16,376.00	16,867.00	16,867.00	16,867.00
29	MUNI BUILDING & PROPERTY EXPENSES	45,840.00	48,052.00	48,052.00	48,052.00
	MUNICIPAL BUILDING TOTAL	62,216.00	64,919.00	64,919.00	64,919.00
	OTHER GENERAL GOVERNMENT				
30	TOWN REPORTS EXPENSES	9,000.00	9,765.00	9,765.00	9,765.00
	OTHER GENERAL GOVERNMENT TOTAL	9,000.00	9,765.00	9,765.00	9,765.00
	<u>TOTAL GENERAL GOVERNMENT</u>	663,428.00	695,441.00	695,441.00	695,441.00
	<u>PUBLIC SAFETY</u>				
	POLICE DEPT				
31	POLICE CHIEF SALARY	78,809.00	81,173.00	81,173.00	81,173.00
32	POLICE & DISPATCH WAGES	869,498.00	886,196.00	886,196.00	886,196.00
33	POLICE & DISPATCH EXPENSES	70,000.00	73,000.00	73,000.00	73,000.00
	POLICE DEPT TOTAL	1,018,307.00	1,040,369.00	1,040,369.00	1,040,369.00
	FIRE AND EMS				
34	FIRE CHIEF SALARY	63,654.00	65,564.00	65,564.00	65,564.00
35	FIRE AND EMS WAGES	374,255.00	382,604.00	382,604.00	382,604.00
36	FIRE AND EMS EXPENSES	70,050.00	70,050.00	70,050.00	70,050.00
	FIRE AND EMS TOTAL	507,959.00	518,218.00	518,218.00	518,218.00
	BUILDING INSPECTOR				
37	BUILDING INSPECTOR WAGES	53,684.00	55,295.00	55,295.00	55,295.00
38	BUILDING DEPT CLERICAL WAGES	11,123.00	13,586.00	13,586.00	13,586.00
39	BUILDING INSPECTOR EXP.	3,000.00	4,000.00	4,000.00	4,000.00
	BUILDING INSPECTOR TOTAL	67,807.00	72,881.00	72,881.00	72,881.00
	<u>TOTAL PUBLIC SAFETY</u>	1,594,073.00	1,631,468.00	1,631,468.00	1,631,468.00
	<u>PUBLIC WORKS AND FACILITIES</u>				
	HIGHWAY & GROUNDS				
40	SUPT OF STREETS SALARY	59,220.00	64,394.00	64,394.00	64,394.00
41	HIGHWAY & GROUNDS WAGES	359,202.00	373,871.00	373,871.00	373,871.00
42	HIGHWAY & GROUNDS	104,525.00	104,525.00	104,525.00	104,525.00

		FY2005 ACTUAL BUDGET	FY2006 BUDGET REQUESTED	FY2006 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY2006 BUDGET FINANCE COMMITTEE RECOMMEND
	EXPENSES				
43	SNOW AND ICE REMOVAL EXPENSE	80,000.00	80,000.00	100,000.00	100,000.00
	HIGHWAY & GROUNDS TOTAL	602,947.00	622,790.00	642,790.00	642,790.00
44	MUNICIPAL LIGHTING	11,500.00	12,075.00	12,075.00	12,075.00
45	GASOLINE & DIESEL FUEL EXPENSE	40,000.00	40,000.00	45,000.00	45,000.00
	CEMETERY DEPT				
46	CEMETERY SALARY AND WAGES	22,035.00	35,082.00	35,082.00	35,082.00
47	CEMETERY EXPENSES	329.00	4,000.00	4,000.00	4,000.00
	CEMETERY DEPT TOTAL	22,364.00	39,082.00	39,082.00	39,082.00
	<u>TOTAL PUBLIC WORKS & FACILITIES</u>	676,811.00	713,947.00	738,947.00	738,947.00
	<u>HUMAN SERVICES</u>				
	HEALTH DEPT				
48	SANITARY AGENT WAGES	16,962.00	16,962.00	16,962.00	16,962.00
49	HEALTH DEPARTMENT WAGES	56,650.00	68,755.00	65,429.00	65,429.00
50	HEALTH DEPARTMENT EXPENSES	8,050.00	7,900.00	7,900.00	7,900.00
	HEALTH DEPT TOTAL	81,662.00	93,617.00	90,291.00	90,291.00
	COUNCIL ON AGING				
51	EXECUTIVE DIRECTOR SALARY	38,204.00	39,350.00	39,350.00	39,350.00
52	COUNCIL ON AGING WAGES	44,391.00	51,581.00	51,581.00	51,581.00
53	COUNCIL ON AGING EXPENSES	4,784.00	9,880.00	9,880.00	9,880.00
	COUNCIL ON AGING TOTAL	87,379.00	100,811.00	100,811.00	100,811.00
	VETERANS DEPT				
54	VETERANS' AGENT SALARY	1,193.00	1,229.00	1,229.00	1,229.00
55	VETERANS' AGENT EXPENSES	200.00	200.00	200.00	200.00
	VETERANS DEPT TOTAL	1,393.00	1,429.00	1,429.00	1,429.00
	<u>TOTAL HUMAN SERVICES</u>	170,434.00	195,857.00	192,531.00	192,531.00
	<u>CULTURE AND RECREATION</u>				
	LIBRARY DEPT				
56	LIBRARY DIRECTOR SALARY	51,636.00	53,169.00	53,169.00	53,169.00

		FY2005 ACTUAL BUDGET	FY2006 BUDGET REQUESTED	FY2006 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY2006 BUDGET FINANCE COMMITTEE RECOMMEND
57	LIBRARY WAGES	54,695.00	68,998.00	68,474.00	68,474.00
58	LIBRARY EXPENSES	47,367.00	47,954.00	47,954.00	47,954.00
	LIBRARY DEPT TOTAL	153,698.00	170,121.00	169,597.00	169,597.00
	RECREATION DEPT				
59	RECREATION WAGES	38,204.00	39,350.00	39,350.00	
60	RECREATION EXPENSES	22,150.00	22,150.00	22,150.00	
	RECREATION DEPT TOTAL	60,354.00	61,500.00	61,500.00	
	LAKE BOON COMMISSION				
61	LAKE BOON COMMISSION WAGES	2,286.00	2,745.00	2,745.00	2,745.00
62	LAKE BOON COMMISSION EXPENSES	710.00	710.00	710.00	710.00
	LAKE BOON COMMISSION TOTAL	2,996.00	3,455.00	3,455.00	3,455.00
63	HISTORICAL COMMISSION EXPENSES	450.00	450.00	450.00	450.00
64	MEMORIAL DAY EXPENSES	950.00	950.00	950.00	950.00
65	LIGHTING OF CLOCK EXPENSES	100.00	100.00	100.00	100.00
	<u>TOTAL CULTURE AND RECREATION</u>	218,548.00	236,576.00	236,052.00	
	<u>TOWN WIDE EXPENSES</u>				
66	EDUCATIONAL INCENTIVE	52,500.00	50,000.00	50,000.00	50,000.00
67	GROUP INSURANCE	418,030.00	468,354.00	468,354.00	468,354.00
68	INSURANCE & BONDS	95,000.00	106,700.00	106,700.00	106,700.00
69	TELEPHONE	22,000.00	22,000.00	22,000.00	22,000.00
	<u>TOTAL TOWN WIDE EXPENSES</u>	587,530.00	647,054.00	647,054.00	647,054.00
	MUNICIPAL BUDGET TOTAL	3,910,824.00	4,120,343.00	4,141,493.00	
	EDUCATION BUDGET				
	SCHOOL DISTRICT ASSESSMENTS				
70	NASHOBA REG SCHOOL DIST ASSESSMENT	10,127,918.00	10,906,207.00	10,906,207.00	
71	MINUTEMAN VOC TECH ASSESSMENT	920,276.00	987,068.00	987,068.00	987,068.00
	EDUCATION BUDGET TOTAL	11,048,194.00	11,893,275.00	11,893,275.00	
	DEBT SERVICE				
	MATURING PRINCIPAL				

		FY2005 ACTUAL BUDGET	FY2006 BUDGET REQUESTED	FY2006 BUDGET TOWN ADMIN/ SELECTMEN RECOMMEND	FY2006 BUDGET FINANCE COMMITTEE RECOMMEND
72	MATURING PRIN LONG-TERM DEBT	695,000.00	735,000.00	735,000.00	735,000.00
	MATURING PRINCIPAL TOTAL	695,000.00	735,000.00	735,000.00	735,000.00
	INTEREST				
73	INT ON LONG-TERM DEBT- BONDS	581,093.00	556,683.00	556,683.00	556,683.00
74	INT ON TEMPORARY LOANS- REVENUE	3,000.00	3,000.00	3,000.00	3,000.00
	INTEREST TOTAL	584,093.00	559,683.00	559,683.00	559,683.00
	DEBT SERVICE TOTAL	1,279,093.00	1,294,683.00	1,294,683.00	1,294,683.00
	FY 2006 TOTAL	16,238,111.00	17,308,737.00	17,329,451.00	

*******Beginning of the Consent Calendar*******

The Finance Committee recommends approval of all the articles listed in the Consent Calendar with the exception of Articles 13, 22, and 29. For Articles 13 and 22, a recommendation will be made at Town Meeting. For Article 29, we recommend approving \$20,000 for Community Preservation Committee wages and expenses. In each of the last several years, the Community Preservation Committee has not spent all of the funds allocated for this purpose and has not justified the need for spending \$30,000 in FY 2006.

ARTICLE 6. RESERVE FUND

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Seventy Thousand Dollars (\$70,000), or any other sum, for a Reserve Fund for the fiscal year beginning July 1, 2005; or take any action relative thereto.

(Finance Committee)

The Finance Committee recommends approval of this appropriation to cover extraordinary and unforeseen expenditures that may occur in Fiscal 2006. Based on historical use of the reserve fund, we feel that this is an appropriate contingency amount.

ARTICLE 7. TAX TITLE PROCEEDINGS

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Eight Thousand Dollars (\$8,000), or any other sum, to be added to any balance remaining and previously appropriated for Land Court proceedings for tax taking and land court

foreclosure, including costs and legal expenses related thereto, to be expended by the Treasurer-Collector; or take any action relative thereto.

(Treasurer-Collector)

The Finance Committee recommends approval of this expenditure. From time to time there are properties in Stow for which no taxes are paid. When it becomes clear that taxes are not forthcoming, the Treasurer-Collector takes legal action to take these properties that are subsequently auctioned or used for town purposes.

ARTICLE 8. AUDIT OF FINANCIAL RECORDS

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Nine Thousand Eight Hundred Dollars (\$9,800), or any other sum, to be expended for an audit of the Town's financial records; or take any action relative thereto.

(Treasurer-Collector)

The Finance Committee recommends approval of this expenditure as both sound financial control and as a state requirement.

ARTICLE 9. REVOLVING FUND FOR INSPECTION FEES

(CONSENT CALENDAR)

To see if the Town will vote to authorize, upon the recommendation of the Selectmen, a revolving fund for certain inspection fees, pursuant to Massachusetts General Laws Chapter 44 Section 53E-1/2 for Fiscal Year 2006, to which shall be credited all permitting fees received for wire, gas, plumbing and fire alarm permits and for weights and measures sealing, to a limit of Forty Thousand Dollars (\$40,000) for Fiscal Year 2006, to be expended by the Selectmen without further appropriation for the purpose of payment of fees to the inspectors administering such permits and reimbursement of expenses incurred on behalf of the Town; or take any action relative thereto.

(Selectmen)

The Finance Committee recommends support of this revolving fund. This allows the inspectors to be paid from fees collected in the current year.

ARTICLE 10. REVOLVING FUND FOR CONSERVATION COMMISSION

(CONSENT CALENDAR)

To see if the Town will vote to authorize, upon the recommendation of the Selectmen, a revolving fund pursuant to Massachusetts General Laws Chapter 44 Section 53E-1/2 for Fiscal Year 2006, to which shall be credited revenue derived from the sale of Open Space and Trail Map books, or other products offered by the Conservation Commission, to a limit of Five Thousand Dollars (\$5,000) for FY2006; to be expended by the Conservation Commission without further appropriation for enhancement and/or maintenance of land under the jurisdiction of the Commission including, but not limited to, costs associated with mapping efforts; or take any action relative thereto.

(Conservation Commission)

The Finance Committee recommends support of this revolving fund. This article allows the Conservation Commission to use funds raised through the sale of open space and other conservation products to be used for some of the costs associated with conservation land maintenance.

ARTICLE 11. REVOLVING FUND FOR ADVANCED LIFE SUPPORT SERVICES

(CONSENT CALENDAR)

To see if the Town will vote to authorize, upon the recommendation of the Selectmen, the establishment of a revolving fund pursuant to Massachusetts General Laws Chapter 44 Section 53E-1/2 for FY2006, to which shall be credited all fees received for advanced life support services provided by the Town of Stow, to a limit of Forty Thousand Dollars (\$40,000) for FY2006, to be expended by the Fire Department without further appropriation, for the purpose of payment of all costs associated with providing advanced life support services; or take any action relative thereto.

(Selectmen)

The Finance Committee recommends support of this revolving fund. This fund will help in keeping the Advanced Life Support (ALS) services solvent and available to the Town by providing third party billing services. It is revenue neutral.

ARTICLE 12. TRANSFER TO CONSERVATION FUND

(CONSENT CALENDAR)

To see if the Town will vote to appropriate and transfer from the Conservation Land Maintenance Account to the Conservation Fund the sum of Two Hundred Thirty Dollars (\$230), or any other sum; or take any action relative thereto.

(Conservation Commission)

The Finance Committee recommends this transfer. This is an annual transfer of a small sum of money collected from fees and donations that enable the Conservation Commission to expend those funds for general conservation purposes.

ARTICLE 13. ADDITION TO CONSERVATION FUND

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Five Thousand Dollars (\$5,000), or any other sum; to be added to the balance remaining in the Conservation Fund, or take any action relative thereto.

(Conservation Commission)

The Finance Committee will make a recommendation at Town Meeting.

ARTICLE 14. TRANSFER FROM WETLANDS PROTECTION FUND

(CONSENT CALENDAR)

To see if the Town will vote to appropriate and transfer from the Wetlands Protection Fund the sum of Seven Thousand Thirty-two Dollars (\$7,032), or any other sum, as additional appropriation to the Conservation Commission, to be expended by the Conservation Commission in performing its duties under the Wetlands Protection Act; or take any action relative thereto.

(Conservation Commission)

The Finance Committee recommends approval of this transfer. This is an annual transfer of a sum of money collected from fees that allows the Conservation Commission to use the funds for costs associated with the Wetlands Protection Act.

ARTICLE 15. UPDATE OF PROPERTY VALUATIONS

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Fifteen Thousand Dollars (\$15,000), or any other sum, to be added to the balance remaining from the amount previously appropriated for the purpose of updating property valuations in the Town to full and fair cash value, to be expended by the Assessors; or take any action relative thereto.

(Assessors)

The Finance Committee recommends approval of this expenditure. This is an annual appropriation to fund consultants to assist the assessors in evaluating property at fair market value as required for fair taxation and State DOR compliance.

ARTICLE 16. TOWN RECORDS BINDING AND REPAIR

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Two Hundred Dollars (\$200), or any other sum, to be added to any balance previously appropriated for the purpose of binding and repairing Town records in accordance with Chapter 66, Section 9, to be expended by the Town Clerk; or take any action relative thereto.

(Town Clerk)

The Finance Committee recommends approval of this appropriation to provide for the routine and ongoing expense of maintaining the integrity of town records.

ARTICLE 17. HIGHWAY DEPARTMENT

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sums of money for Highway Department purposes as set forth in the schedule below, or any other sums; or take any action relative thereto.

(Selectmen)

Expense	Amount
1. For the Road Machinery Account	\$30,291
2. For Repairs on Private Ways	\$10,000

The Finance Committee recommends these routine appropriations to maintain road machinery and repair private ways.

ARTICLE 18. ROAD CONSTRUCTION

(CONSENT CALENDAR)

To see if the Town will vote to appropriate and borrow the sum of One Hundred Fifty-six Thousand Sixty-three Dollars (\$156,063), or any other sum, for construction, reconstruction and/or improvements to Town roads, as requested by the Board of Selectmen, to be reimbursed by the Commonwealth pursuant to Chapter 291 of the Acts of 2004, or take any action relative thereto.

(Selectmen)

The Finance Committee recommends this appropriation, which is reimbursed by State funds, for improvements on town roads.

ARTICLE 19. FEDERAL SAFE DRINKING WATER ACT

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Five Thousand Eight Hundred Dollars (\$5,800), or any other sum, to be added to any balance previously appropriated for the purpose of satisfying the compliance requirements of the Federal Safe Drinking Water Act, as amended, in accordance with State Regulation, to be expended under the direction of the Board of Health; or take any action relative thereto.

(Board of Health)

The Finance Committee recommends this appropriation to continue compliance with federal and state regulations for public water supplies.

ARTICLE 20. HOUSEHOLD HAZARDOUS WASTE COLLECTION

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Fifteen Thousand Dollars (\$15,000), or any other sum, to be added to any balance remaining from the previous appropriation, to be expended under the direction of the Board of Health for the purpose of providing for household hazardous waste collection; or take any action relative thereto.

(Board of Health)

The Finance Committee recommends support of this article. This allows the Board of Health to arrange for a collection of materials that are not accepted by trash collection services, and dispose of them properly.

ARTICLE 21. EMERSON HOSPITAL HOME CARE

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Two Thousand Dollars (\$2,000), or any other sum, to be added to any balance remaining from the previous appropriation, to be expended under the direction of the Board of Health for the purpose of providing home care services and communicable disease follow-up services to Stow residents; or take any action relative thereto.

(Board of Health)

The Finance Committee recommends approval of this article. This is an annual appropriation to fund these services.

ARTICLE 22. SOLID WASTE DISPOSAL CONTAINER

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, appropriate and transfer from available funds the sum of Two Thousand Two Hundred Dollars (\$2,200), or any other sum, for the purpose of renting a container and disposing of solid waste which has been dumped on town land and roadsides, to be expended under the direction of the Board of Health; or take any action relative thereto.

(Board of Health)

The Finance Committee will make a recommendation at Town Meeting.

ARTICLE 23. STOW CULTURAL COUNCIL

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Three Thousand Dollars (\$3,000.00), or any other sum, to be added to any balance remaining from previous appropriations to produce cultural activities and programming in Stow, including Two Thousand Dollars (\$2,000.00) of these funds to be used to support Springfest activities; or take any action relative thereto.

(Selectmen)

The Finance Committee recommends approval of this expenditure. As a percentage of the total budget, this is a very small expenditure yet it will provide for additional cultural activities in town, continue an annual event that is highly popular, and will help further a sense of community togetherness.

ARTICLE 24. SNOW AND ICE ACCOUNT

(CONSENT CALENDAR)

To see if the Town will vote to appropriate and transfer the sum of Twenty-five Thousand Dollars (\$25,000), or any other sum, from the Free Cash Account to supplement the Town's FY 2005 Snow and Ice Account; or take any action relative thereto.

(Selectmen)

The Finance Committee recommends support of this article. FY 2005 was particularly snowy and the town ran a deficit in the Snow and Ice account. This will cover the deficit and balance the books for the current year.

ARTICLE 25. PURCHASE OF INFORMATION TECHNOLOGY EQUIPMENT

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Thirty-one Thousand Five Hundred Dollars (\$31,500), or any other sum, to be added to any balance remaining from previous appropriation, to be expended under the direction of the Town Administrator for the purchase of computer equipment and software for various Town departments; and to authorize the Town Administrator to sell, trade or otherwise dispose of existing equipment in connection therewith; or take any action relative thereto.

(Selectmen)

The Finance Committee recommends approval of this article. This will allow for the purchase, upgrades, repairs, and servicing of IT equipment by the Town Administrator as recommended by the Information Technology Advisory Committee.

ARTICLE 26. FY 2005 LEGAL SERVICES

(CONSENT CALENDAR)

To see if the Town will vote to appropriate and transfer the sum of Eight Thousand Five Hundred and Seventy-six Dollars (\$8,576) from the Town's Overlay Surplus Account and appropriate and transfer the sum of Ten Thousand Dollars (\$10,000) from the Town's Courtroom Consultant Account to supplement the Town's FY 2005 Legal Account; or take any action relative thereto.

(Selectmen)

The Finance Committee recommends approval of this article. Due to some continuing legal needs, the general legal account will likely need additional funds in the current fiscal year. This transfer will move excess funds from other accounts while keeping the town's reserve fund available for any other unforeseen needs in the current year.

ARTICLE 27. FY 2006 LEGAL SERVICES

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Thirty Thousand Dollars (\$30,000), or any other sum, to be added to any balance remaining from a previous appropriation, for the purpose of funding the Town's FY 2006 Legal Account; or take any action relative thereto.

(Selectmen)

The Finance Committee recommends approval of this article. This will be used to fund necessary legal services in FY 2006.

ARTICLE 28. POLICEMEN & FIREMEN MEDICAL PAYMENTS

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Four Hundred Dollars (\$400), or any other sum, to be added to any balance remaining and previously appropriated, in anticipation of possible claims presented to the Town under the provisions of Chapter 41, Section 100 of the General Laws, for the payment of medical and other allowable expenses incurred by policemen or firemen injured in the performance of and within the scope of duty; or take any action relative thereto.

(Selectmen)

The Finance Committee recommends approval of this article. This appropriation is a small sum of money to pay for certain medical expenses of police and firemen incurred in the line of duty.

ARTICLE 29. COMMUNITY PRESERVATION COMMITTEE EXPENSES

(CONSENT CALENDAR)

To see if the Town will vote to appropriate from Fiscal Year 2006 Community Preservation Fund Annual Revenues the sum of Thirty Thousand Dollars (\$30,000), or any lesser sum, to be expended for wages and expenses associated with the creation, implementation and maintenance of Community Preservation programs, in accordance with the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act, including but not limited to office supplies, clerical assistance, property surveys, appraisals, attorneys' fees, and other professional services, recording fees, printing and all other necessary and proper expenses for the Fiscal Year 2006, in accordance with a budget to be prepared for and approved by the Town Administrator; or take any other action relative thereto.

(Community Preservation Committee)

The Finance Committee does not recommend approval of this article at the amount requested. The Community Preservation Committee has only used part of the \$20,000 appropriated for this purpose in the current fiscal year, and has not shown any clear or convincing need for even more administrative funds next year. The Finance Committee recommends that the town fund this article at \$20,000.

ARTICLE 30. COMMUNITY PRESERVATION RESERVES

(CONSENT CALENDAR)

To see if the Town will vote to reserve for later appropriation monies from the Community Preservation Fund Balance collected from both the Community Preservation Act Surcharge and the State Trust Fund Distribution and collected from Fiscal Year 2006 Community Preservation Fund Annual Revenues for the undertaking of Community Preservation projects; or take any other action relative thereto.

(Community Preservation Committee)

Reserves	FY 2006 Annual Revenues
Preservation of Historic Resources	\$65,000
Preservation of Open Spaces	\$65,000
Affordable Housing	\$65,000

The Finance Committee recommends approval of this article. The Community Preservation Act requires that the town appropriate or reserve at least 10% of Community Preservation Fund revenues each year for each of these three purposes. This “housekeeping” article reserves these funds as required, but does not authorize the spending of any of these funds.

ARTICLE 31. VETERANS’ BENEFITS

(CONSENT CALENDAR)

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Ten Thousand Dollars (\$10,000), to be added to any balance remaining from previous appropriations, to be used for providing Veterans’ Benefits to eligible Stow veterans, in accordance with Massachusetts General Laws Chapter 115, to be expended under the control of the Veteran’s Agent; or take any action relative thereto.

(Veteran’s Agent)

The Finance Committee recommends approval of this article. The town is required to provide certain veteran’s benefits, and this appropriation will properly fund that requirement.

*******End of the Consent Calendar*******

ARTICLE 32. CEMETERY ENGINEERING PLANS

To see if the Town will vote to raise and appropriate or appropriate and transfer from available funds the sum of Nine Thousand Dollars (\$9,000), or any other sum, such funds to be added to the remaining balance in the Brookside Cemetery special article account #02-40-91-78400, for the purpose of developing survey and other engineering plans necessary to allow for improvements to and the possible expansion of Brookside Cemetery, or take any action relative thereto.

(Cemetery Committee)

The Finance Committee will make a recommendation at Town Meeting.

ARTICLE 33. DIGITAL POSTAGE MACHINE

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Five Thousand Three Hundred Dollars (\$5,300), or any other sum, for the purpose of purchasing a digital mailing machine; or take any action relative thereto.

(Treasurer-Collector)

The Finance Committee will make a recommendation at Town Meeting.

ARTICLE 34. CAPITAL REQUESTS

To see if the Town will vote to raise and appropriate, appropriate and transfer from available funds or borrow the sums of money as set forth below, or any other sums, for the purposes indicated in the recommended Capital Outlay Program; or take any action relative thereto.

(Capital Planning Committee)

Department	Expense	Amount
1. Cemetery	Mower & maint equipment	\$13,445
2. Fire	Pumper & rescue truck	\$350,000
3. Health	Pickup truck	\$20,000
4. Highway	Dump truck/sander	\$55,000
5. Police	Cruiser	\$29,000
6. Police	Police Station painting	\$15,000
7. Police	Traffic signal improvement	\$15,580
8. Randall Library	Library roof repair	\$14,000
9. NRSD (School)	Hale roof repair	\$15,000
10. NRSD (School)	Hale door & handle replacement	\$12,000
11. NRSD (School)	Pompo bathroom partition replacement	\$13,000
12. NRSD (School)	Pompo water tank replacement	\$15,000
13. NRSD (School)	Center exterior painting	\$20,000
14. NRSD (School)	Center new gym roof	\$75,000

The Finance Committee will make a recommendation at Town Meeting.

ARTICLE 35. NASHOBA REGIONAL SCHOOL DISTRICT AGREEMENT AMENDMENT

To see if the Town will vote to amend the Nashoba Regional School District Agreement, *Section 4. (A) Method of Apportioning Costs of the Regional School*, by deleting Article A and Article C and replacing with new Article A and Article C, to read in its entirety as stated below; or take any action relative thereto.

(Nashoba Regional School District Committee)

The Finance Committee will make a recommendation at Town Meeting.

Section 4. (A) Capital costs shall include all expenditures in the nature of capital outlay such as the cost of acquiring land, the costs of constructing, reconstructing, and adding to buildings, and the cost of remodeling or making extraordinary* repairs to a school building or buildings, including without limitation the cost or replacement of the original equipment and furnishings for such buildings or additions, plans, architects' and consultants' fees, grading and other costs incidental to placing school buildings and additions and related premises in operating condition. Capital costs shall also include payment of principal and interest on bonds or other obligations issued by the District to finance capital costs.

- *Extraordinary Repairs*

Such repairs add life expectancy to a system or a major component of that system.

- *Value:*

A capital item is one that at the time of investment is \$10,000 or more. The District or Town will follow the procurement laws of the Commonwealth of Massachusetts. Towns that use their own labor that reduces the cost of the project below \$10,000 will still be responsible for the cost.

- *Life of Investment*

The capital investment must have a fixed asset life of three (3) or more years.

This provision will be reviewed after two years and changes will be recommended as needed.

(B) Operating costs shall include all costs not included in capital costs as defined in Section 4(A) but including interest on temporary notes issued by the District in anticipation of revenue.

(C) 1. Capital costs, including debt service on bonds or notes issued by the District to finance capital costs, in connection with any particular District school shall be apportioned among the member towns on the basis of the average of the previous five (5) years' enrollment as of October 1 of each of the preceding years for fiscal year 2000 and thereafter.

Annotated Version:

Section 4. (A) Capital costs shall include all expenditures in the nature of capital outlay such as the cost of acquiring land, the costs of constructing, reconstructing, and adding to buildings, and the cost of remodeling or making extraordinary repairs to a school building or buildings, including without limitation the cost **or replacement** of the original equipment and furnishings for such buildings or additions, plans, architects' and consultants' fees, grading and other costs incidental to placing school buildings and additions and related premises in operating condition. Capital costs shall also include payment of **principals principal** and interest on bonds or other obligations issued by the District to finance capital costs.

- **Extraordinary Repairs**

Such repairs add life expectancy to a system or a major component of that system.

- **Value:**

A capital item is one that at the time of investment is \$10,000 or more. The District or Town will follow the procurement laws of the Commonwealth of Massachusetts. Towns that use their own labor that reduces the cost of the project below \$10,000 will still be responsible for the cost.

- **Life of Investment**

The capital investment must have a fixed asset life of three (3) or more years.

This provision will be reviewed after two years and changes will be recommended as needed.

(B) Operating costs shall include all costs not included in capital costs as defined in Section 4(A) but including interest on temporary notes issued by the District in anticipation of revenue.

(C) 1. Capital costs, including debt service on bonds or notes issued by the District to finance capital costs, in connection with any particular District school shall be apportioned **among the member towns on the basis of the average of the previous five (5) years' enrollment as of October 1 of each of the preceding years for fiscal year 2000 and thereafter.** ~~Each member town's share shall be determined by computing the ratio which its pupil enrollment in such school on October 1 of the year next preceding the year for which the apportionment is made bears to the total pupil enrollment from all the member towns in such school on that date. If there is not enrollment in such school on the aforesaid October 1, the apportionment of debt service with respect thereto shall be made on the basis of the estimated pupil enrollment from each member town in such school on the aforesaid date had there been any reenrollment, such estimate to be made by the Committee.~~

ARTICLE 36. SCHOOL BUILDING COMMITTEE FUND TRANSFER/EVALUATIONS

To see if the town will vote to appropriate and transfer the sum of One Hundred Twenty-Five Thousand Dollars (\$125,000), or any other lesser sum from the remaining funds in the School Building Committee's "Pompositticut and Center School Capital Projects" account, as established by an affirmative vote on Article 26 at the Annual Town Meeting, May 19, 2003, for the purpose of evaluating the Future Electronics building and site in Bolton, MA as a possible location for Stow's elementary or middle schools, and for preparing conceptual plans, cost projections, and other documents required to submit a formal request to a future Town Meeting, and for expenses related to land acquisition for a school construction/renovation project; or take any action relative thereto.

(School Building Committee)

The Finance Committee recommends approval of this article. The transfer of these funds will enable the School Building Committee to perform the investigatory and evaluative work necessary to submit a formal recommendation for a school construction/renovation project to a future Town Meeting. Additionally, these funds will be transferred from existing accounts already appropriated for the SBC's use but not expended. Therefore, this transfer will not require raising additional sums or negatively impact municipal operations.

ARTICLE 37. OPEN SPACE CONSERVATION RESTRICTION

To see if the Town will vote to appropriate and transfer the sum of Thirty-five Thousand Dollars (\$35,000), or any lesser sum, from the Community Preservation Fund Reserve for Open Space preservation purposes, to be expended under the direction of the Community Preservation Committee for expenses associated with purchasing a Conservation Restriction on property known as Hale Woodlands, consisting of 23 acres, more or less, located near Maple Street, Stow, Middlesex County, Massachusetts, shown on Assessor's Map R2, Parcel 20, such Restriction to be recorded at the Middlesex County Registry of Deeds; said Conservation Restriction to limit the use of the land to open space and conservation purposes in perpetuity or for the longest period of time allowed by law, and to authorize the Community Preservation Committee to pursue and accept a Conservation Restriction on said property in accordance with statutory requirements; or to take any action relative thereto.

(Community Preservation Committee)

The Finance Committee recommends approval of this article. This appropriation will allow the town to purchase a deed restriction that will help increase open space in the west side of town south of Great Road, a part of town currently with little town open space.

ARTICLE 38. STOW AFFORDABLE HOUSING TRUST

To see if the Town will vote to accept Massachusetts General Law Chapter 44 Section 55C paragraphs (a) through (j) inclusive, establishing a municipal affordable housing trust fund, or take any action relative thereto.

(Master Plan Committee)

The Finance Committee will make a recommendation at Town Meeting.

ARTICLE 39. CHARTER AMENDMENT – DELETING ARTICLE VIII TRANSITIONAL PROVISIONS AND AMENDING RELATED SECTIONS

To see if the town will vote to amend the Charter, adopted in 1991, amended in 1996, by deleting Article VIII in its entirety, amending Article IV by adding a new Section 4-6, amending Article V by adding a new Section 5-5, amending Section 4-1, and amending Section 4-4 (b) to read in their entirety as stated below in subsections (A) (B) (C) (D) and (E) of this article; or take any other action relative thereto.

(Charter Review Committee)

The Finance Committee will make a recommendation at Town Meeting.

A. Amend Article VIII by deleting in its entirety.

B. Amend Article IV by adding new Section 4-6 to read in its entirety as stated below:

Section 4-6. Selecting a Town Administrator

Immediately upon notification of a vacancy or pending vacancy in the office of Town Administrator, the process of establishing a screening committee for the purpose of soliciting, receiving, and evaluating applications for the position of town administrator shall commence.

The screening committee shall consist of five voters, two of which shall be appointed by the board of selectmen and three by the town moderator. Such voters, at the time of appointment, shall not be serving in any elective office or as a member of any multiple member board.

Not more than thirty days following the notification of a vacancy or pending vacancy in the office of town administrator the appointed members of the committee shall meet to initiate the process of selecting the new town administrator.

The screening committee shall review all applications received by it, screen all qualified applicants by checking and verifying work records and other credentials, and provide for interviews to be conducted with such number of candidates as it deems to be necessary.

As soon as is feasible, the committee shall submit to the board of selectmen the names of not less than three nor more than five persons whom it believes to be available and suited to perform the duties of the office of town administrator.

The board of selectmen, in an expedient manner, shall choose by majority vote one of the said nominees to serve as town administrator.

The entire selection process, beginning with the announcement of a vacancy or pending vacancy in the office of the town administrator, shall be completed within a period of 180 days in agreement with the provisions of Section 4-4 (b) of this charter.

Upon the appointment of a town administrator, the screening committee established hereunder shall be considered discharged.

C. Amend Article V by adding a new Section 5-5 to read in its entirety:
--

Section 5-5: Town Administrative Organization

Until such time as a different form of organization shall be provided, in accordance with the provisions of Section 5-1 of this charter, the following outline of organization shall be operative:

(a) The board of selectmen shall appoint:

- a town administrator to serve for an indefinite term;
- an administrative assistant to the board of selectmen and town administrator whose duties shall be determined by said board;
- a conservation commission;
- an open space committee;
- a board of registrars of voters in the manner provided by general law;
- a zoning board of appeals;
- a council on aging, as provided by bylaw;
- a development and industrial commission, as provided by bylaw;
- an industrial development finance commission in the manner provided by general law;
- a cable television advisory committee;
- a public, education and government committee;
- a cultural council as provided by general laws;
- a board of cemetery trustees;
- constables;
- an emergency management officer and related personnel;
- an historical commission;
- a superintendent of streets and employees of said department;
- a police chief and other police officers;
- a fire chief and other fire fighting personnel or a board of fire engineers;
- a forest fire warden;
- a town collector and treasurer;
- a town accountant;
- an inspector of buildings;
- a zoning enforcement officer;
- a wire inspector, a plumbing inspector and a gas inspector;
- a sealer of weights and measures;
- a recreation commission;
- at least two members of the Lake Boon Commission;
- town counsel;
- the Randall Relief Fund Trustees;
- the Randall Town Fund Trustees;
- the Hale School Fund Trustees;

a surveyor of wood and lumber;
a fence viewer;
a field driver;
a tree warden;
a pest control officer;
a veterans' agent; and
a veterans' graves committee.

(b) Town Clerk

- (1) Term of office- The town clerk shall be appointed by the board of selectmen for a term of three years.
- (2) Powers and Duties – The town clerk shall be the keeper of vital statistics for the town, the custodian of the town seal, shall administer the oath of office to all persons elected or appointed to any town office, shall issue such licenses and permits as are required by law to be issued by town clerks, supervise and manage the conduct of all elections and all other matters relating to elections, be the clerk of the town meeting, keep its records and, in the absence of the town moderator or deputy town moderator, to preside pending the election of a temporary town moderator. The town clerk shall have such other powers and duties as are given to town clerks by general law, by this charter, by bylaw or by other town meeting vote, so long as not inconsistent with the General Laws.

(c) The board of health shall appoint:

a health agent (s); and
an animal control officer (s).

D. Amend Section 4-1 to read in its entirety as stated below:
--

Section 4-1: Appointment; Qualification; Term

The board of selectmen shall appoint a town administrator from a list prepared by the screening committee established by Section 4-6 of this charter. The board of selectmen shall appoint the town administrator to serve for an indefinite term and shall fix the compensation for such person, annually, within the amount appropriated by the town. The town administrator shall be appointed on the basis of demonstrated executive and administrative qualifications and especially fitted by education, training and previous experience to perform the duties of the office. A town administrator need not be a resident of the town or of the Commonwealth at the time of appointment, nor at any time during the period of such service. The town administrator shall not have served in an elective office in the town for at least twelve months prior to appointment. The town may from time to time establish, by bylaw, such additional qualifications as seem necessary and appropriate.

The town administrator shall devote full time to the office and shall not hold any other public office, elective or appointive, nor engage in any other business or occupation during such service, unless such activity is approved in advance and in writing by the board of selectmen.

The board of selectmen shall, not less frequently than annually, review the job performance of the town administrator and establish objectives for ensuing periods. Copies of the review and objectives shall, at least in summary form, be a public record.

E. Amend Section 4-4 (b) to read in its entirety as stated below:
--

Section 4-4: Acting Town Administrator

- (b) Vacancy - Any vacancy in the office of town administrator caused by absences greater than thirty days, suspension, removal, resignation, or death shall be filled as soon as possible by the board of selectmen in accordance with the procedures of Section 4-6 of this charter, but, pending such regular appointment, the board of selectmen shall appoint a town employee or other person to perform the duties of the office on an acting basis. Any temporary appointment shall be for a period not exceeding ninety days and may be renewed for an additional period not exceeding ninety days. Compensation for such person shall be set by the board of selectmen.

Annotated Version: Insert

~~Deleted~~

NOTE: Two sections of Article VIII are being amended and inserted elsewhere in the Charter. Section 8-4(b) is being amended and inserted as a new Section 4-6 in Article IV as noted in subsection (B), and Section 8-5 is being amended and inserted as a new Section 5-5 in Article V as annotated in subsection (C).

A. Delete ARTICLE VIII of the Charter in its entirety.

~~**ARTICLE VIII**~~
~~*TRANSITIONAL PROVISIONS*~~

Section 8 1: ~~Continuation of Existing Laws~~

~~All General Laws, special laws, town bylaws, votes, rules and regulations of or pertaining to the town which are in force when the charter takes effect and which are not specifically or by implication repealed directly or indirectly hereby, shall continue in full force and effect until amended or rescinded by due course of law or until they expire by their own limitation.~~

Section 8 2: ~~Continuation of Government~~

~~All town officers and agencies shall continue to perform their duties until reappointed, reelected, or until successors to their respective positions are duly appointed or elected, or their duties have been transferred and assumed by another town agency in accordance with the provisions of this charter.~~

Section 8 3: ~~Continuation of Administrative Personnel~~

~~Any person holding an office or position in the administrative service of the town, or any person serving in the employment of the town shall retain such office or position and shall continue to perform their duties until provisions shall have been made in accordance with the charter for the performance of the said duties by another person or agency.~~

Section 8 4: ~~Time of Taking Effect~~

~~This charter shall take effect upon its adoption by the voters of Stow, except as is hereinafter provided:~~

- ~~(a) Forthwith following the election at which this charter is adopted, each town agency shall designate one or more persons to represent it at all sessions of the town meeting to be held in this calendar year, in accordance with the provisions of Section 2-8.~~

B. Amended and moved to Article IV of the Charter, by adding new Section 4-6

Section 4-6 Selecting a Town Administrator

- ~~(c) Screening Committee—No more than one hundred and eighty days following the election at which this charter is adopted a screening committee shall be established.~~

Immediately upon notification of a vacancy or pending vacancy in the office of Town Administrator, the process of establishing a screening committee for the purpose of soliciting, receiving, and evaluating applications for the position of town administrator **shall commence.**

~~The screening committee shall consist of nine voters who shall be chosen as follows: the board of selectmen, the school committee, the planning board and the board of library trustees shall each designate one voter, the finance committee shall designate two voters and three voters shall be chosen~~ **five voters, two of which shall be appointed by the board of selectmen and three** by the town moderator. Such voters, at the time of appointment, shall not be serving in any elected office or as a member of any multiple member board. ~~Appointments made by the town moderator shall be made last in time in order that in making appointments the moderator may, insofar as it may be feasible so to do, appoint persons who will broaden the membership base of the committee to be most representative of the demographic and occupational base of the town.~~

Not more than thirty days following the **notification of a vacancy or pending vacancy in the office of town administrator the appointed members of the committee shall meet to initiate the process of selecting the new town administrator.** ~~appointments by the moderator of the three members of the screening committee, the committee chosen as aforesaid shall meet to organize and to plan a process to advertise the vacancy and to solicit by other means candidates for the office. The committee shall proceed notwithstanding the failure of any town agency to designate its representatives.~~

The screening committee shall review all applications received by it, screen all such applicants by checking and verifying work records and other credentials, and provide for interviews to be conducted with such number of candidates as it deems to be necessary ; ~~desirable or expedient.~~

~~Not more than one hundred and eighty days following the date on which the committee meets to organize,~~ **As soon as is feasible,** the committee shall submit to the board of selectmen the names of not less than three nor more than five persons whom it believes to be available and suited to perform the duties of the office of town administrator.

~~Within thirty days following the date the list of nominees is submitted to it,~~ **The board of selectmen, in an expedient manner shall choose by majority vote** one of the said nominees to serve as town administrator. ~~In the event the board of selectmen shall fail to make an appointment within the said thirty days the screening committee shall, forthwith, appoint the town administrator from the submitted list of nominees.~~

~~In the event that no nominee is willing or able to serve in the capacity as town administrator, the screening committee shall be discharged and the office of town administrator shall be~~

~~declared vacant. A new screening committee shall be established in accordance with the procedures set forth in this subsection.~~

The entire selection process, beginning with the announcement of a vacancy or pending vacancy in the office of the town administrator, shall be completed within a period of 180 days in agreement with the provisions of Section 4-4 (b) if this charter.

Upon the appointment of a town administrator, the committee established hereunder shall be considered discharged.

~~It is the express intent of this subsection that the list of nominees required to be submitted herein for the initial selection of a town administrator be so submitted to the board of selectmen as soon as practicable following the election and qualification of the two additional members of the board of selectmen in accordance with paragraph (c) of this subsection to enable the person so selected to assume office no later than the start of the second fiscal year following the adoption of this charter.~~

~~Until such time as some other provision is made by bylaw for another screening committee a committee as above shall be established whenever the office of town administrator shall become vacant. For such purpose, reference in this section to the date one hundred and eighty days following the election at which this charter is adopted shall be understood to mean the date thirty days following the date a vacancy, or pending vacancy, in the office of town administrator becomes known.~~

- ~~(c) At the annual election during the calendar year following the adoption of this charter, the board of selectmen shall be increased from three members to five members by the election of two additional members, one member to serve for an initial term of two years and one member to serve a term of three years.~~
- ~~(d) At the annual election during the calendar year following the adoption of this charter, the board of library trustees shall be increased from six members to seven members by the election of an additional member to serve for a term of three years.~~
- ~~(e) Until such time as the town meeting may act, by bylaw, to amend, repeal or revise them, the following provisions shall have the force of town bylaws:
 - ~~(1) Date of Town Meeting The annual town meeting shall be held in accordance with the general bylaws.~~
 - ~~(2) Date of Town Election The annual town election of town officers and for the determination of all other matters to be referred to the voters shall be held in accordance with the general bylaws.~~~~
- ~~(f) All town officers and all members of all boards, commissions, and committees who have heretofore been elected and who will henceforth be appointed under the provisions of this charter, shall serve for the balance of the term for which they were elected, (subject to their retirement, resignation, or death) but their successors shall be appointed.~~
- ~~(g) The position of administrative assistant to the board of selectmen created by vote of the 1974 annual town meeting under article 34 will continue. The board of selectmen shall continue to determine the powers and duties of this position unless the position is changed in accordance with the provisions of Article V of this charter.~~

- (h) ~~The provisions of Section 6-2 through Section 6-7 of the charter shall not become effective until the calendar year following the year in which the charter is adopted.~~

C. Amended and moved to Article V of the Charter, by adding a new Section 5-5.

~~Section 8-5~~ **Section 5-5: Town Administrative Organization**

Until such time as a different form of organization shall be provided, in accordance with the provisions of ~~Article V~~ **Section 5-1** of this charter, the following outline of organization shall be operative:

- (a) The board of selectmen shall appoint:
- a town administrator to serve for an indefinite term;
 - an administrative assistant to the board of selectmen and town administrator whose duties shall be determined by said board.**
 - a conservation commission;
 - an open space committee;
 - a board of registrars of voters in the manner provided by general laws;
 - a zoning board of appeals;
 - a council on aging, as provided by bylaw;
 - a development and industrial commission, as provided by bylaw;
 - a industrial development finance commission in the manner provided by General Law;
 - a cable television advisory committee;
 - a public, education and government committee;**
 - a cultural council as provided by general laws;**
 - a board of cemetery trustees;
 - constables;
 - an emergency management officer and related personnel;
 - an historical commission;
 - a superintendent of streets **and employees of said department;**
 - a police chief and other police officers;
 - a fire chief and other fire fighting personnel or** a board of fire engineers;
 - a forest fire warden
 - a town collector and treasurer;
 - a town accountant;
 - an inspector of buildings;
 - a zoning enforcement officer;**
 - a wire inspector, a plumbing inspector and a gas inspector;
 - a sealer of weights and measures;
 - a recreation commission;
 - at least two members of the Lake Boon Commission;**
 - a town counsel;
 - the Randall Relief Fund Trustees;
 - the Randall Town Fund Trustees;
 - the Hale School Fund Trustees;
 - a surveyor of wood and lumber;
 - a fence viewer;
 - a field driver
 - a tree warden;
 - a pest control officer; ~~and~~
 - a veterans' agent; **and**
 - a veterans' graves committee**

(b) Town Clerk

- (1) Term of Office - ~~A voter~~ **The town clerk** shall be appointed by the board of selectmen ~~to be town clerk~~ for a term of three years.

Powers and Duties - The town clerk shall be the keeper of vital statistics for the town, the custodian of the town seal, shall administer the oath of office to all persons elected or appointed to any town office, shall issue such licenses and permits as are required by law to be issued by town clerks, supervise and manage the conduct of all elections and all other matters relating to elections, be the clerk of the town meeting, keep its records and, in the absence of the town moderator or deputy town moderator, to preside pending the election of a temporary town moderator. The town clerk shall have such other powers and duties as are given to town clerks by general laws, by this charter, by by-law or by other town meeting vote **so long as not inconsistent with the General Laws.**

**(c) The board of health shall appoint:
a health agent (s); and
an animal control officer(s)**

Section 8-6: ——— Bylaw Review Committee

~~Forthwith following the election at which this charter is adopted, a special committee of seven voters shall be appointed by the board of selectmen to revise the bylaws of the town in order to fully implement the provisions of this charter. The said committee shall submit a report, with recommendations, for adoption by a warrant article at the next annual town meeting following the adoption of this charter. At least two members of the said committee shall have been members of the charter commission.~~

Section 8-7: ——— Town Administrator

~~Notwithstanding any provision of this charter to the contrary, it is not expected that the first person to serve as town administrator shall upon appointment begin to perform all of the duties and exercise all of the powers and responsibilities assigned by the charter to the office. It is recognized that it is in the long range best interest of the town that such assumption be gradual, on a phased in basis, and in accordance with written goals and objectives established by the board of selectmen.~~

D. Amend Section 4-1: by inserting 4-6 in place of 8-5(b) for numbering consistency

E. Amend Section 4-4: by inserting 4-6 in place of 8-4 (b) for numbering consistency.

CHARTER REVIEW COMMITTEE SUMMARY

Section 4-6 and Section 5-5 flow directly from Article VIII after deleting transitional provisions contained in the original Charter document and amending provisions for the formation of a screening committee to assist in the screening of applicants for the town administrator position and an updating of the staffing positions in the Town administrative organization. Annotated versions of the amended sections to be voted on in this warrant article are presented to enable the voter to identify the changes being recommended. The annotated version of Article VIII, which was originally adopted in 1991 and amended in 1996, shows how Section 8-4 b is amended and inserted as a new section in Article 4, Section

4-6 and how Section 8-5 is amended and inserted as a new section in Article 5, Section 5-5. The changes in Section 4-1 and Section 4-4 (b) are for consistency with the deletion of Article VIII.

ARTICLE 40. CHARTER AMENDMENTS- SUBMISSION OF BUDGET AND BUDGET MESSAGE

To see if the Town will vote to amend the Charter, adopted in 1991, amended in 1996, by amending Section 6-2 (a) to read in its entirety as stated below; or to take any other action relative thereto.

- (a) The finance committee or the town administrator shall, when either deem it necessary for development of a town budget, call a public meeting of the town administrator, finance committee, the school committee(s), representatives of any regional school committees, the assessors and the board of selectmen to review the financial condition of the town, revenue and expenditure forecasts and other relevant information in order to develop a coordinated and balanced budget to be submitted to the town meeting for approval.

(Charter Review Committee)

The Finance Committee will make a recommendation at Town Meeting.

Annotated Version: Insert ~~Delete~~

- (a) ~~No later than one hundred and eighty days prior to the date scheduled for the town meeting in accordance with the bylaws, The Finance committee or the town administrator shall, when either deem it necessary for development of a town budget,~~ call a public meeting of the town administrator, finance committee, the school committee(s), representatives of any regional school committees, the assessors and the board of selectmen to review the financial condition of the town, revenue and expenditure forecasts and other relevant information in order to develop a coordinated and balanced budget to be submitted to the town meeting for approval.

CHARTER REVIEW COMMITTEE SUMMARY:

The proposed Charter amendment is intended to more accurately reflect the actual fiscal procedures of the Town. Section 6-2a currently mandates the Town Administrator hold a public meeting, with various boards, no later than 180 days before the town meeting to review the Town's financial condition. This practice was necessary at the time the Charter was originally drafted because of the unpredictability of State aid and local finances. With improved monitoring of fiscal trends by the Town administrator, and more frequent communication with the Finance Committee, the requirement of 180 days no longer needs to be mandated. The proposed change allows for either the Town administrator or the Finance committee to call a public meeting when deemed necessary.

ARTICLE 41. CHARTER AMENDMENT – CAPITAL PLANNING AND DEFINITIONS

To see if the town will vote to amend the Charter, adopted in 1991, amended in 1996, by amending Section 6-7, deleting section 7-5 (a), inserting a new definition and re-lettering Section 7-5 to read in their entirety as stated below in subsections (A) and (B); or take any action relative thereto.

(Charter Review Committee)

The Finance Committee will make a recommendation at Town Meeting.

A. Amend Section 6-7 to read in its entirety as stated below:
--

Section 6-7: Capital Outlay Program

Capital outlays, as established by bylaw, shall be included in any capital outlay program. The capital planning committee shall submit a capital outlay program to the board of selectmen and the finance committee approximately sixty days prior to the date scheduled for town meeting, and it shall include:

- (a) a clear and concise general summary of its contents;
- (b) a list of all capital outlays proposed to be expended during the next ensuing five fiscal years, with supporting information as to the needs for and the benefits of each capital outlay;
- (c) cost estimates, methods of financing and recommended time schedules for each outlay; and
- (d) the estimated annual cost of operating and maintaining each facility and piece of major equipment involved.

The capital outlay program shall be revised annually and a report thereof distributed with the finance committee report.

B. Delete Section 7-5 (a), Insert a new definition, Town Bulletin Board, and re-letter Section 7-5 to read in its entirety below:

Section 7-5: Definitions

Unless another meaning is clearly apparent from the manner in which the word is used, the following words as used in this charter shall have the following meanings:

- (a) Charter - The word "charter" shall mean this charter and any amendments to it which may hereafter be adopted.
- (b) Day - The word "day" shall refer to a calendar day unless preceded by the word "business" in which case it shall mean a day, except Saturday, Sunday or a recognized holiday.
- (c) Public Hearing - The words "public hearing" shall mean a duly noticed public meeting in which the town agency presents information, responds to inquiries and hears testimony of interested persons.
- (d) Public Meeting - The words "public meeting" shall mean a meeting of a town agency called to conduct its usual and customary business.
- (e) Town - The word "town" shall mean the town of Stow.
- (f) Town Agency - The words "town agency" shall mean any officer, board, commission, committee, department, division or office of the town government.
- (g) Town Bulletin Board – The place designated by the town clerk for posting notices required by bylaw, charter, constitution or general law.
- (h) Voter - The word "voter" shall mean a registered voter of the town.

A. Amend Section 6-7:

Section 6-7: Capital Outlay Program

~~The town administrator~~ **Capital outlays, as established by bylaw, shall be included in any capital outlay program. The capital planning committee shall** submit a capital outlay program to the board of selectmen and the finance committee ~~at least one hundred twenty~~ **approximately sixty** days prior to the date scheduled for town meeting, ~~in accordance with the bylaws. It shall be based on material prepared by the town administrator and capital planning committee if such committee has been established by bylaw, and it shall include:~~

- (a) a clear and concise general summary of its contents;
- (b) a list of all capital outlays proposed to be expended during the next ensuing five fiscal years, with supporting information as to the needs for and the benefits of each capital outlay;
- (c) cost estimates, methods of financing and recommended time schedules for each outlay; and
- (d) the estimated annual cost of operating and maintaining each facility and piece of major equipment involved.

~~This information is to be annually revised by the town administrator with regard to the capital outlays still pending or in the process of being acquired, improved or constructed.~~ **The capital outlay program shall be revised annually and a report thereof distributed with the finance committee report.**

B. Delete Section 7-5 (a), Insert a new definition, Town Bulletin Board, and re-letter Section 7-5 as stated below:

Section 7-5: Definitions

Unless another meaning is clearly apparent from the manner in which the word is used, the following words as used in this charter shall have the following meanings:

- ~~(a)Capital Outlays — The words “capital outlays” shall mean capital expenditure involving the acquisition of land and any expenditure of \$10,000 or more having a useful life of at least three years.~~
- (a)**(b) Charter - The word "charter" shall mean this charter and any amendments to it which may hereafter be adopted.
- (b)**~~(c)~~ Day - The word "day" shall refer to a calendar day unless preceded by the word "business" in which case it shall mean a day, except Saturday, Sunday or a recognized holiday.
- (c)**~~(d)~~ Public Hearing - The words "public hearing" shall mean a duly noticed public meeting in which the town agency presents information, responds to inquiries and hears testimony of interested persons.

~~(d)(e)~~ Public Meeting - The words "public meeting" shall mean a meeting of a town agency called to conduct its usual and customary business.

~~(e)(f)~~ Town - The word "town" shall mean the town of Stow.

~~(f)(g)~~ Town Agency - The words "town agency" shall mean any officer, board, commission, committee, department, division or office of the town government.

(g) **Town Bulletin Board - Town Bulletin Board – The place designated by the town clerk for posting notices required by bylaw, charter, constitution or general law.**

(h) Voter - The word "voter" shall mean a registered voter of the town.

CHARTER REVIEW COMMITTEE SUMMARY

The primary responsibility for the development of a capital outlay program resides with the capital planning committee. The town administrator serves the capital planning committee in an advisory capacity when needed or requested.

The flow of capital planning information is such that making a report to the board of selectmen and the finance committee approximately 60 days prior to town meeting is more appropriate than doing so 120 days prior. This approximate deadline will still enable adequate discussion time for the finance committee prior to town meeting.

The dollar value of what constitutes a capital expenditure varies with the economic times. Article 4, Section 8 (b) of the general bylaws has the exact same definition of a capital outlay as Section 7-5 (a) of the charter. The amendment procedure for the general bylaws is less cumbersome than for a charter. Therefore, the amended version of Section 6-7 references the bylaw definition of a capital outlay and it is recommended that Section 7-5 (a) of the charter be deleted.

ARTICLE 42. CHARTER AMENDMENT - SCHOOLS

To see if the Town will vote to amend the Charter, adopted in 1991, amended in 1996, by amending Section 3-1(a), Section 3-3, Section 4-2(h), Section 4-2(j), Section 6-2(a), Section 6-6 to read in their entirety as stated below in subsections (A) (B) (C) (D) (E) and (F) of this article; or to take any other action relative thereto.

(Charter Review Committee)

The Finance Committee will make a recommendation at Town Meeting.

(A) – Amend Section 3-1(a) to read in its entirety as stated below:
--

- (a) Elected Offices - The town offices to be filled by ballot shall be a board of selectmen, school committee(s) in accordance with Section 3-3, a town moderator, a board of health, a planning board, a board of assessors, a board of library trustees, members of the housing authority, and such members of regional authorities or districts as may be established by statute, regional agreement or otherwise, except the representative to the regional vocational school who shall be appointed by the moderator.

Annotated Version: Insert ~~Delete~~

- (a) Elected Offices - The town offices to be filled by ballot shall be a board of selectmen, school committee(s) ~~unless superseded by a regional agreement~~ in accordance with Section 3-3e, a town moderator, a board of health, a planning board, a board of assessors, a board of library trustees, members of the housing authority, and such members of regional authorities or districts as may be established by statute, regional agreement or otherwise, except the representative to the regional vocational school who shall be appointed by the moderator.

(B) - Section 3-3 to read in its entirety as stated below:

Section 3-3: School Committee(s)

There shall be schools governed by local or regional school committees as determined by town meeting vote.

- (a) Local school committee - The local school committee shall have all of the powers and duties that school committees may have under the constitution and general laws of the commonwealth, and it shall have such additional powers and duties as may be authorized by this charter, by bylaw, or other town meeting vote. The powers of the school committee shall include, but are not intended to be limited to, the following:
- (1) To appoint a superintendent of the schools and all other officers and employees connected with the schools, to fix their compensation, to define their duties, to make rules concerning their tenure of office, and to discharge them;
 - (2) To make all reasonable rules and regulations consistent with law for the administration and management of the public schools and for the conduct of its own business and affairs; and
 - (3) To work with the town administrator and other town agencies to further the interests of the town, its citizens, and its children.
- (b) Regional school committee - The powers and duties conferred upon the school committee by this charter may be transferred to a regional school committee in accordance with the procedures contained in the general laws.

Annotated Version: Insert ~~Delete~~

Section 3-3: School Committee(s)

There shall be schools governed by local or regional school committees as determined by town meeting vote.

~~(a) Composition, Term of Office - There shall be a school committee consisting of five members elected for terms of three years each, so arranged that the term of office of no more than two members shall expire each year.~~

~~**Powers and Duties**~~

- (a) **Local school committee** - The **local** school committee shall have all of the powers and duties that school committees may have under the constitution and general laws of the commonwealth, and it shall have such additional powers and duties as may be authorized

by this charter, by bylaw, or other town meeting vote. The powers of the school committee shall include, but are not intended to be limited to, the following:

- (1) To appoint a superintendent of the schools and all other officers and employees connected with the schools, to fix their compensation, to define their duties, to make rules concerning their tenure of office, and to discharge them;
- (2) To make all reasonable rules and regulations consistent with law for the administration and management of the public schools and for the conduct of its own business and affairs; and
- (3) To work with the town administrator and other town agencies to further the interests of the town, its citizens, and its children.

~~(e)~~ **(b) Regional school committee -** The powers and duties conferred upon the school committee by this charter may be transferred to a regional school committee in accordance with the procedures contained in the general laws. ~~If the town enters into an agreement to become a member of a regional school district which effectively eliminates the town school committee in favor of a regional school committee, the requirements imposed upon the town school committee by this charter shall be imposed upon those members of the regional school committee selected by the voters or appointed by any town agency as though those members so selected or appointed were the school committee of the town.~~

(C) – Section 4-2(h) to read in its entirety as stated below:

- (h) To recommend to the board of selectmen proposals for the rental and use of all town facilities and property except school property and property under the control of the conservation commission. The town administrator shall be responsible for the maintenance and repair of all town buildings and facilities placed under the town administrator's control by the board of selectmen, including school property if so voted by the local school committee.

Annotated Version: Insert ~~Delete~~

- (h) To recommend to the board of selectmen proposals for the rental and use of all town facilities and property except school property and property under the control of the conservation commission. The town administrator shall be responsible for the maintenance and repair of all town buildings and facilities placed under the town administrator's control by the board of selectmen, including school property if so voted by the local school committee.

(D) – Section 4-2(j) to read in its entirety as stated below:

- (j) To assure that a full and complete inventory of all property of the town, both real and personal, is kept including all property under the jurisdiction of the local school committee.

Annotated Version: Insert ~~Delete~~

- (j) To assure that a full and complete inventory of all property of the town, both real and personal, is kept, including all property under the jurisdiction of the local school committee.

(F) - Section 6-6 to read in its entirety as stated below:

Section 6-6: Local School Committee Budget

- (a) Public Hearing: The local school committee shall conduct a public hearing on its proposed annual budget not less than seven days prior to the meeting at which it is scheduled to vote on such budget. Notice of the public hearing shall be published in a newspaper of general circulation in the town no less than seven days prior to the hearing. The notice shall contain a general summary of its proposed budget and shall specifically indicate any major variations from the budget for the then current fiscal year and the reasons for such changes. It shall further indicate the times and places at which complete copies of its proposed budget are available for examination by the public.
- (b) Submission to town administrator: The budget as adopted by the local school committee shall be submitted to the town administrator no later than seventy-five days prior to the date scheduled for town meeting in accordance with the bylaws so as to enable the town administrator to consider the effect of the local school department's requested appropriation upon the total town operating budget which is required to be submitted under this article.

Annotated Version: Insert ~~Delete~~

Section 6-6: Local School Committee Budget

- (a) Public Hearing: The local school committee shall conduct a public hearing on its proposed annual budget not less than seven days prior to the meeting at which it is scheduled to vote on such budget. Notice of the public hearing shall be published in a newspaper of general circulation in the town no less than seven days prior to the hearing. The notice shall contain a general summary of its proposed budget and shall specifically indicate any major variations from the budget for the then current fiscal year and the reasons for such changes. It shall further indicate the times and places at which complete copies of its proposed budget are available for examination by the public.
- (b) Submission to town administrator: The budget as adopted by the local school committee shall be submitted to the town administrator no later than seventy-five days prior to the date scheduled for town meeting in accordance with the bylaws so as to enable the town administrator to consider the effect of the local school department's requested appropriation upon the total town operating budget which is required to be submitted under this article.

CHARTER REVIEW COMMITTEE SUMMARY

The charter review committee interviewed a representative to the Regional School Committee from Stow and discussed at length changes to the charter. The Stow representative to the Regional School Committee who was consulted in this process is in support of proposed changes.

The proposed changes to the charter are intended to eliminate confusion regarding the requirements of a regional school committee, and more accurately reflect the current reality of a regional school committee and the absence of a local school committee.

ARTICLE 43. CHARTER AMENDMENT – MASTER PLAN COMMITTEE

To see if the Town will vote to amend the Charter, adopted in 1991, amended in 1996, by amending section 7-7(c) to read in its entirety as stated below; or to take any other action relative thereto.

- (c) Master Plan Committee: The Master Plan shall be reviewed at the direction of the Planning Board every five years and a Master Plan Committee shall be appointed two years before the next update is due. The Board of Selectmen shall appoint a special committee of seven members comprised of a member of the Board of Selectmen, the Planning Board, the Board of Health, the Conservation Commission, and the Finance Committee and two Stow voters at large, who are not members of the above named boards.

The appointed committee shall present a final report to the Planning Board and said report shall include a Master Plan or updates to any existing Master Plan as required by Chapter 41 of the General Laws. The committee shall be discharged six months after the Master Plan or Master Plan updates have been presented to the Planning Board.

(Charter Review Committee)

The Finance Committee will make a recommendation at Town Meeting.

Annotated Version:... **Insert** ~~Delete~~

- (c) ~~Master Plan and Zoning ByLaw Review~~ **Committee: – The Master Plan shall be reviewed at the direction of the Planning Board every five years and a Master Plan committee shall be appointed two years before the next update is due.** The Board of Selectmen shall ~~upon adoption of this charter, and subsequently in the year following the appointment of the special committee required by Section 7-7(b),~~ appoint a special committee of ~~nine~~ **seven** members comprised of a member of the Board of Selectmen, the Planning Board, the Board of Health, the Conservation Commission and the Finance Committee and ~~four~~ **two Stow** voters at large who are not members of the **above named boards.** ~~Board of Selectmen, Planning Board, Conservation Commission or Finance Committee. The committee as so appointed shall develop or review a master plan as required by Chapter 41 of the General Laws and the bylaws adopted in accordance with Chapter 40A of the General Laws.~~

The **appointed** committee shall ~~prepare~~ **present** a final report **to the Planning Board and said report** which shall include a ~~master plan or revisions to any existing master plan~~ **Master Plan or updates to any existing Master Plan as required by Chapter 41 of the General Laws.** **The Committee shall be discharged six months after the Master Plan or Master Plan updates have been presented to the Planning Board.**

~~, and the recommendations of the committee for such substantive change in such town bylaws as it deems necessary or advisable. Such final report shall be presented to the Board of Selectmen and the Planning Board no later than ninety days prior to the date for the town meeting to be held during the year following the year in which the committee is appointed.~~

CHARTER REVIEW COMMITTEE SUMMARY

The master plan is the responsibility of the Planning Board by state statute. The removal of the zoning bylaw review from this section is at the request of the Planning Board which is the governing body that is charged with presenting revisions in zoning to the Town meeting.

ARTICLE 44. CHARTER AMENDMENT – MISCELLANEOUS

To see if the Town will vote to amend the Charter, adopted in 1991, amended in 1996, by amending sections 2-2, 2-7(a), 7-5, 7-7(a) and 7-8(a) to read in their entirety as stated below in subsections (A), (B), (C), and (D), of this article; or to take any other action relative thereto.

(Charter Review Committee)

The Finance Committee will make a recommendation at Town Meeting.

A. Amend Section 2-2 to read in its entirety as stated below:

Section 2-2: Presiding Officer

The town moderator shall preside at all sessions of the town meeting. At the first session of the annual meeting, the moderator may appoint a voter to serve as deputy moderator to assist the moderator. The appointment of a deputy moderator shall be subject to ratification by the town meeting.

In the absence of the moderator and the duly ratified deputy at any session of the town meeting, the town clerk shall open the meeting and preside over the election of a temporary moderator. In the absence of a moderator and the town clerk, the presiding officer of the first session of the town meeting shall be determined in accordance with the General Laws.

Annotated Version: Insert ~~Delete~~

Section 2-2: Presiding Officer

The town moderator shall preside at all sessions of the town meeting. At the first session of the annual meeting, the moderator may appoint a voter to serve as deputy ~~moderator in the event of temporary absence or disability of the moderator and/or~~ to assist the moderator. ~~for the meetings held in multiple locations.~~ The appointment of a deputy moderator shall be subject to ratification by the town meeting.

In the absence of the moderator and the duly ratified deputy at any session of the town meeting, the town clerk shall open the meeting and preside over the election of a temporary ~~an acting~~ moderator. In the absence of a moderator and the town clerk, the presiding officer of the first session of the town meeting shall be determined in accordance with the General Laws.

B. Amend Section 2-7(a) and (c) to read in their entirety as follows:

- (a) Initiation - The board of selectmen shall receive at any time all petitions addressed to it which request the submission of any matter to the town meeting or ballot process by the voters, including petitions submitted in accordance with Section 21C of Chapter 59 of the General Laws, and which are filed by: (1) any town agency acting by a majority of its members, (2) any ten or more voters for an annual town meeting, (3) any one hundred or more voters for a special town meeting, and (4) any two hundred or more voters for a special election article, except in all cases when any other number is required by the General Laws.

- (c) Inclusion on Warrant - The board of selectmen shall include in the warrant for an annual town meeting the subject matter of all petitions, found and certified by the registrars of voters to be sufficient, which have been received by it ninety or more days prior to the date fixed by bylaw for the town meeting to convene.

Annotated Version: Insert ~~Delete~~

Section 2-7: Initiation of Warrant Articles

- (a) Initiation - The board of selectmen shall receive at any time all petitions addressed to it which request the submission of any matter to the town meeting or ballot process by the voters, including petitions submitted in accordance with Section 21C of Chapter 59 of the General Laws, and which are filed by: (1) any town agency acting by a majority of its members, (2) any ten or more voters for ~~a regular~~ **an annual** town meeting, (3) any one hundred or more voters for a special town meeting, and (4) any two hundred or more voters for a special election article, except in all cases when any other number is required by the General Laws.
- (c) Inclusion on Warrant - The board of selectmen shall include in the warrant for ~~a regular~~ **an annual town** meeting the subject matter of all petitions, found and certified by the registrars of voters to be sufficient, which have been received by it ninety or more days prior to the date fixed by bylaw for the town meeting to convene.

C. Amend Section 7-7(a) to read in its entirety as follows:
--

Section 7-7: Periodic Review of Charter and ByLaws

- (a) Charter Review - At least once in every ten years, a special committee of five voters shall be appointed by the town moderator for the purpose of reviewing this charter and to make a report, with recommendations, to the town meeting concerning any proposed amendments which the committee may determine to be necessary or desirable.

Annotated Version: Insert ~~Delete~~

Section 7-7: Periodic Review of Charter and ByLaws

- (a) Charter Review - At least once in every ten years ~~after the adoption of this charter~~, a special committee of five voters shall be appointed by the town moderator for the purpose of reviewing this charter and to make a report, with recommendations, to the town meeting concerning any proposed amendments which the committee may determine to be necessary or desirable.

D. Amend Section 7-8(a) to read in its entirety as follows:
--

Section 7-8: Procedures Governing Multiple Member Bodies

- (a) Meetings- All multiple member bodies shall meet regularly at such times and places within the town as they may by their own rules prescribe. Except in cases of emergency, special meetings of any multiple member body shall be held on the call, by notice to each member at least forty-eight hours in advance of the time set, of the respective chairman or by one-third of the members thereof. A copy of said notice shall also be posted on the town bulletin board. Special meetings of any multiple member body shall also be called within ten days after the date of the filing with the town clerk of a petition signed by at least fifty voters and which states the purpose or purposes for which the meeting is to be called. Except as authorized by law, all meetings of all multiple member bodies shall be open and public.

- (a) Meetings- All multiple member bodies shall meet regularly at such times and places within the town as they may by their own rules prescribe. Except in cases of emergency, special meetings of any multiple member body shall be held on the call, by ~~written~~ notice ~~delivered~~ to the residence or place of business of each member at least forty-eight hours in advance of the time set, of the respective chairman or by one-third of the members thereof. A copy of said notice shall also be posted on the town bulletin board. Special meetings of any multiple member body shall also be called within ten days after the date of the filing with the town clerk of a petition signed by at least fifty voters and which states the purpose or purposes for which the meeting is to be called. Except as authorized by law, all meetings of all multiple member bodies shall be open and public.

CHARTER REVIEW COMMITTEE SUMMARY

This article proposes a number of technical/housekeeping changes intended to update the Charter with current town practices. Section 2-2 amendments broadens the scope of the purposes for which the moderator may appoint a deputy moderator and clarifies the term “temporary moderator.” Section 2-7(a) and (c) amends the references to town meeting from “regular” to “annual” for consistency with bylaws and town documents. Section 7-7(a) amendment clarifies the date upon which the charter shall be reviewed. Section 7-8(a): This article clarifies the procedures by which a multiple member body may call a special meeting.

ARTICLE 45. PLANNING BOARD TRAFFIC STUDY

To see if the Town will vote to raise and appropriate, or appropriate and transfer from available funds, the sum of Thirty Thousand Dollars (\$30,000.00), or any other sum, to be expended by the Planning Board for Lower Village Traffic Study and Concept Design Services, or take any action relative thereto.

(Planning Board)

The Finance Committee will make a recommendation at Town Meeting.

ARTICLE 46. ZONING AMENDMENT: PLANNED CONSERVATION DEVELOPMENT

To see if the Town will vote to amend the Zoning Bylaw by amending Sections 8.5.1, 8.5.4 and 8.5.10 to read in their entirety, as stated below in subsections (A) (B) and (C) of this article; or to take any other action relative thereto.

(Planning Board)

The Finance Committee will make a recommendation at Town Meeting.

<i>Amend Section 8.5.1, by changing the bullets to letters, to read in its entirety as stated below:</i>

8.5.1 Purpose - The purpose of the Planned Conservation Development is to allow residential development which encourages

- a) protection of Stow's rural character by development of land in clusters and villages which is in greater harmony with the town's natural resources and historic development patterns;
- b) preservation of land for conservation, OPEN SPACE, recreation, agriculture and forestry;

- c) preservation of significant land and water resources, natural areas and scenic vistas;
- d) preservation of unique and significant historical and archaeological resources;
- e) a greater mixture of housing types and more energy-efficient and cost-effective residential development; and
- f) reduced costs of providing municipal services.

It is not the intent of this bylaw to make undevelopable land developable, nor to permit an increase in the number of BUILDING LOTS that would otherwise be possible on a conventional plan pursuant to the provisions of the zoning bylaws that otherwise apply, but rather to encourage the preservation of important site features.

Amend Section 8.5.4, by changing the words “Growth Management Plan” in the last bullet to “Master Plan” and changing the format from bullets to letters, to read in its entirety as stated below:

8.5.4 Planning Board Action - In evaluating the proposed Planned Conservation Development, the Planning Board shall consider the general objectives of this bylaw and of Planned Conservation Development in particular; the existing and probable future development of surrounding areas; and the appropriateness of the proposed layout of the lots and the proposed layout and use of the Open Land in relation to the topography, soils and other characteristics and resources of the tract of land in question. The Planning Board shall grant a Special Permit for a PCD if it finds that the PCD:

- a) protects and enhances the rural character and environment of Stow;
- b) provides Open Land which is of a size, shape and location and has adequate access so as to benefit the town and the residents of the PCD
- c) is appropriate to the natural terrain of the tract of land to be developed;
- d) provides for the convenience and safety of vehicular and pedestrian movement in the development in a manner that is compatible with the narrow, tree-lined country roads of Stow;
- e) the application sets forth a specific plan for maintenance of all Open Land, waste disposal and drainage facilities, roadways and other improvements to be constructed in the development;
- f) complies with all other legal requirements for a Special Permit and the Zoning Bylaw, including those for a PCD; and
- g) is consistent with the Stow Growth Management Plan or succeeding plan, as amended.

Annotated Version

8.5.4 Planning Board Action - In evaluating the proposed Planned Conservation Development, the Planning Board shall consider the general objectives of this bylaw and of Planned Conservation Development in particular; the existing and probable future development of surrounding areas; and the appropriateness of the proposed layout of the lots and the proposed layout and use of the Open Land in relation to the topography, soils and other characteristics and resources of the tract of land in question. The Planning Board shall grant a Special Permit for a PCD if it finds that the PCD:

- a) protects and enhances the rural character and environment of Stow;
- b) provides Open Land which is of a size, shape and location and has adequate access so as to benefit the town and the residents of the PCD;
- c) is appropriate to the natural terrain of the tract of land to be developed;

- d) provides for the convenience and safety of vehicular and pedestrian movement in the development in a manner that is compatible with the narrow, tree-lined country roads of Stow;
- e) the application sets forth a specific plan for maintenance of all Open Land, waste disposal and drainage facilities, roadways and other improvements to be constructed in the development;
- f) complies with all other legal requirements for a Special Permit and the Zoning Bylaw, including those for a PCD; and
- g) is consistent with the Stow ~~Growth Management Plan~~ **Master Plan** or succeeding plan, as amended.

Amend Section 8.5.10, by changing the format from bullets to letters, to read in its entirety as stated below:

- 8.5.10 Ownership of the Open Land - The Open Land shall be owned in common by the owners of all DWELLING UNITS in the PCD or shall be conveyed in whole or in part to:
- a) the Town of Stow and accepted by it; or to
 - b) a non-profit organization, the principal purpose of which is the conservation of open space and/or any of the purposes and uses to which the Open Land may be dedicated; or to
 - c) a corporation or trust owned, or to be owned, by the owners of lots or residential units within the PCD. If such a corporation or trust is utilized, ownership thereof shall pass with conveyances of the lots or residential units.

ARTICLE 47. ZONING AMENDMENT: SITE PLAN APPROVAL- DEVELOPABLE SITE AREA

To see if the Town will vote to amend the Zoning Bylaw by amending Section 9.3.11.2 to read in its entirety as stated below; or to take any action relative thereto.

(Planning Board)

The Finance Committee will make a recommendation at Town Meeting.

- 9.3.11.2 The DEVELOPABLE SITE AREA shall be clearly identified on the plan and shall meet the requirements of Section 1.3.17 (definition);

Annotated Version

- 9.3.11.2 The DEVELOPABLE SITE AREA shall be clearly identified on the plan and shall meet the requirements of Section ~~1.3.17.2~~ **1.3.17** (definition);

ARTICLE 48. ZONING AMENDMENT: PHASING OF GROWTH

To see if the Town will vote to amend the Zoning Bylaw by amending Section 8.6.4.4, to read in its entirety as stated below; or to take any action relative thereto.

(Planning Board)

The Finance Committee will make a recommendation at Town Meeting.

- 8.6.4.4 Planned Conservation Development - Any proposed approval under Section 8.5 will be subject to the following schedule provided that the OPEN SPACE is deeded to the Town:

# Units in Development	Maximum DWELLING UNITs per Year*
1 - 11	8
12 - 33	9
34 - 66	30%
67 - 99	19 units or 26%
100 +	25 units or 22%

- * Number of units in the development for which building permits may be authorized each year beginning on the anniversary date of the issuance date of the first building permit for the development. In instances where the calculated numbers are less than whole numbers, they will be rounded down to the nearest whole number.

Annotated Version

- 8.6.4.4 ~~Open Space Residential Development~~ **Planned Conservation Development** - Any proposed approval under Section 8.5 will be subject to the following schedule provided that the OPEN SPACE is deeded to the Town:

# Units in Development	Maximum DWELLING UNITs per Year*
1 - 11	8
12 - 33	9
34 - 66	30%
67 - 99	19 units or 26%
100 +	25 units or 22%

- * Number of units in the development for which building permits may be authorized each year beginning on the anniversary date of the issuance date of the first building permit for the development. In instances where the calculated numbers are less than whole numbers, they will be rounded down to the nearest whole number.

ARTICLE 49. ZONING AMENDMENT: ACTIVE ADULT NEIGHBORHOOD

To see if the Town will vote to amend the Zoning Bylaw by amending Section 8.8, by adding a new section 8.8.12, to read in its entirety as stated below; or to take any action relative thereto.

(Planning Board)

The Finance Committee will make a recommendation at Town Meeting.

8.8.12 ACTIVE ADULT NEIGHBORHOOD UNITs constructed under a Special Permit issued in accordance with this section are exempt from Section 8.6, Phasing of Growth.

ARTICLE 50. TRANSFER TO STABILIZATION FUND

To see if the Town will vote to raise and appropriate, or appropriate and transfer from free cash the sum of Fifty Thousand Dollars (\$50,000) to the Stabilization Fund; or take any action relative thereto.

(Finance Committee)

The Finance Committee recommends transfer of these dollars to the Stabilization Fund. This will begin to restore our stored assets to more acceptable levels.

ARTICLE 51. BALANCE THE FY 2006 BUDGET

To see if the Town will vote to authorize the Board of Assessors to use a sum of money from available funds in the hands of the Treasurer-Collector in reducing the tax rate (balancing the budget) for the fiscal year beginning July 1, 2005 and ending June 30, 2006; or take any action relative thereto.

(Finance Committee)

The Finance Committee recommends approval of this article in order to arrive at a balanced budget.

ARTICLE 52. TOWN ELECTION

To vote by ballot on May 24, 2005 at Center School Auditorium/Gymnasium in said Town of Stow the following officers:

One Selectman for three years
One Assessor for three years
One Nashoba Regional School District Committee Member for three years
One Board of Health Member for three years
One Planning Board Member for five years
Two Trustees, Randall Library Funds for three years
One Stow Housing Authority Member for five years

And also to vote by ballot on May 24, 2005 at the Center School in said Town of Stow on the following questions:

QUESTION 1

Shall the Town of Stow be allowed to assess an additional Three Hundred Fifty Thousand Dollars (\$350,000) in real estate and personal property taxes for the purpose of funding the Town's operating budget and the Town's two Regional School District assessments for the fiscal year beginning July 1, 2005?

QUESTION 2

Shall the Town of Stow be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to finance the purchase of two new fire trucks?

And you are directed to serve this warrant by posting copies attested by you calling same at the Town Building and at each of at least seven (7) other public places at least seven (7) days before the time of holding said meeting.

Hereof, fail not and make due return of the warrant with your doings thereon to the Town Clerk or Selectmen on or before the time of said meeting.

Given under our hands this 12th day of April in the year 2005.

BOARD OF SELECTMEN

John Clayton, Jr, Chairman
Kathleen K. Farrell
Carole Makary
Edward R. Perry, Jr.
Janet Wheeler

CONSENT CALENDAR PROCEDURES

As part of an effort to make our Town Meeting time more productive, and save time for discussion of key issues, the Board of Selectmen and Moderator have implemented the "Consent Calendar."

Each year there is a number of warrant articles for which past experience suggests that the **action will be routine, non-controversial and predictable**. Again at this annual meeting these articles will be selected for inclusion in the Consent Calendar. As one of the first items of business there will be a motion to take all of these articles as identified in the warrant and **act upon these as a group by a single brief affirmative main motion**, referred to as the Consent Calendar, which will also contain separate and specific motions for each such article included in the Consent Calendar. The language and the amount of money specified in the articles included in the Consent Calendar as printed in the warrant are subject to change. The motion made at Town Meeting will include any changes. The use of the Consent Calendar speeds the passage of warrant articles which the Selectmen and Moderator, in consultation with Town Counsel and the Finance Committee, believe should generate no controversy and can be properly voted without debate.

At the motion of the Consent Calendar, the Moderator will call out the number of each of the articles, one by one. If any voter has doubt about passing any motion, or wishes an explanation of any article included in the Consent Calendar, the voter should say the word "hold" in a loud voice when the article number is called by the Moderator. The Moderator will then inquire as to whether the request to hold is for a question or for debate. If the purpose of the request was merely to ask a question, an attempt to obtain a satisfactory answer will be made, and if this occurs the article will remain on the Consent Calendar. If the purpose of the request was to hold the article for debate, the article will be dropped from the Consent Calendar and restored to its original place in the warrant to be brought up, debated and voted on in the usual way. It is hoped that voters will remove articles from the Consent Calendar only in cases of genuine concern. After calling the individual articles on the Consent Calendar, the Moderator will ask that all articles remaining be **PASSED AS A UNIT** by a unanimous vote after a brief affirmative main motion is made inclusive of all articles remaining on the Consent Calendar.

Please review the proposed motions for the articles for the Consent Calendar and the related comments that follow. Complete articles are found in the warrant. Please review them carefully.

THE CONSENT CALENDAR WILL BE TAKEN UP AS ONE OF THE FIRST ORDERS OF BUSINESS AT THE ANNUAL TOWN MEETING ON MONDAY, MAY 16, 2005

Please do your homework before coming to Town Meeting. If you have any questions about the articles included in the Consent Calendar, motions or procedure please feel free to call the Town Administrator (978-897-2927) **before** Town Meeting.

Note: The language and the amount of money specified in the articles included in the Consent Calendar as printed in the warrant are subject to change. The motion made at Town Meeting will include any changes.

*******Beginning of the Consent Calendar*******

CONSENT CALENDAR

ARTICLE AND MOTION

That the Annual Town Meeting take the following Articles out of the order in the warrant and take action on Articles 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, as said motions are printed in the Consent Calendar, a copy of which has been provided to the voters at this meeting, without debate on any such articles, and provided that upon the request of any voter at this meeting made before the vote is taken on this motion, an article shall be dropped from the Consent Calendar and shall be acted upon in the ordinary course and order of business at this Town Meeting.

ARTICLE 6. RESERVE FUND

Move to raise and appropriate the sum of Seventy Thousand Dollars (\$70,000) for a Reserve Fund for the fiscal year beginning July 1, 2005.

Comments: Finance Committee funds to cover extraordinary or unforeseen expenditures that might occur in FY 2006.

ARTICLE 7. TAX TITLE PROCEEDINGS

Move to raise and appropriate the sum of Eight Thousand Dollars (\$8,000) to be added to any balance remaining and previously appropriated for Land Court proceedings for tax taking and land court foreclosure, including costs and legal expenses related thereto, to be expended by the Treasurer-Collector.

Comments: This is an annual appropriation typically requesting an amount approximating \$8,000.00 for the purpose of pursuing tax title foreclosure on property for uncollectible back taxes.

ARTICLE 8. AUDIT OF FINANCIAL RECORDS

Move to raise and appropriate the sum of Nine Thousand Eight Hundred Dollars (\$9,800) to be expended for an audit of the Town's financial records.

Comments: Federally mandated audit of the Town's financial records.

ARTICLE 9. REVOLVING FUND FOR INSPECTION FEES

Move to authorize, upon the recommendation of the Selectmen, a revolving fund for certain inspection fees, pursuant to Massachusetts General Laws Chapter 44 Section 53E-1/2 for Fiscal Year 2006, to which shall be credited all permitting fees received for wire, gas, plumbing and fire alarm permits and for weights and measures sealing, to a limit of Forty Thousand Dollars (\$40,000) for Fiscal Year 2006, to be expended by the Selectmen without further appropriation for the purpose of payment of fees to the inspectors administering such permits and reimbursement of expenses incurred on behalf of the Town.

Comments: Stow inspector wages for inspection services rendered to the Town are paid from this revolving account.

ARTICLE 10. REVOLVING FUND FOR CONSERVATION COMMISSION

Move to authorize, upon the recommendation of the Selectmen, a revolving fund pursuant to Massachusetts General Laws Chapter 44 Section 53E-1/2 for Fiscal Year 2006, to which shall be credited revenue derived from the sale of Open Space and Trail Map books, or other products offered by the Conservation Commission, to a limit of Five Thousand Dollars (\$5,000) for FY2006; to be expended by the Conservation Commission without further appropriation for enhancement and/or maintenance of land under the jurisdiction of the Commission including, but not limited to, costs associated with mapping efforts.

Comments: It appropriately provides for the expenditure of funds raised through the sale of Conservation Commission products or open space to be utilized in offsetting some of the costs associated with conservation land maintenance.

ARTICLE 11. REVOLVING FUND FOR ADVANCED LIFE SUPPORT SERVICES

Move to authorize, upon the recommendation of the Selectmen, the establishment of a revolving fund pursuant to Massachusetts General Laws Chapter 44 Section 53E-1/2 for FY2006, to which shall be credited all fees received for advanced life support services provided by the Town of Stow, to a limit of Forty Thousand Dollars (\$40,000) for FY2006, to be expended by the Fire Department without further appropriation, for the purpose of payment of all costs associated with providing advanced life support services.

Comments: This fund will help in keeping the Advanced Life Support (ALS) services solvent and available to the Town by providing third party billing services. It is revenue neutral.

ARTICLE 12. TRANSFER TO CONSERVATION FUND

Move to appropriate and transfer from the Conservation Land Maintenance Account to the Conservation Fund the sum of Two Hundred Thirty Dollars (\$230).

Comments: This is an annual transfer of a nominal sum of money collected from fees and donations enabling the Conservation Commission to expend said funds for general conservation purposes. This figure is an estimate and the actual transfer amount will not be known until Town Meeting and the amount contained in the warrant will be revised.

ARTICLE 13. ADDITION TO CONSERVATION FUND

Move to raise and appropriate from available funds, the sum of Five Thousand Dollars (\$5,000) to be added to the balance remaining in the Conservation Fund.

Comments: These funds are used by the Conservation Commission to manage the Town's 1,100 acres of conservation land, protect small parcels of open space, and contribute toward the protection of the Town's farmland and water resources.

ARTICLE 14. TRANSFER FROM WETLANDS PROTECTION FUND

Move to appropriate and transfer from the Wetlands Protection Fund the sum of Seven Thousand Thirty-two Dollars (\$7,032) as additional appropriation to the Conservation Commission, to be expended by the Conservation Commission in performing its duties under the Wetlands Protection Act.

Comments: This is an annual transfer of a nominal sum of money collected from fees enabling the Conservation Commission to expend said funds for purposes pertaining to the Wetlands Protection Act. This figure is an estimate and the actual transfer amount will not be known until Town Meeting and the amount contained in the warrant will be revised.

ARTICLE 15. UPDATE OF PROPERTY VALUATIONS

Move to raise and appropriate the sum of Fifteen Thousand Dollars (\$15,000) to be added to the balance remaining from the amount previously appropriated for the purpose of updating property valuations in the Town to full and fair cash value, to be expended by the Assessors.

Comments: This is an annual appropriation that provides funding for consultants to assist the Assessors in valuating property at 100% of the market value.

ARTICLE 16. TOWN RECORDS BINDING AND REPAIR

Move to raise and appropriate the sum of Two Hundred Dollars (\$200) to be added to any balance previously appropriated for the purpose of binding and repairing Town records in accordance with Chapter 66, Section 9, to be expended by the Town Clerk.

Comments: This is an annual appropriation of a nominal sum of money enabling continued maintenance of town records.

ARTICLE 17. HIGHWAY DEPARTMENT

Move to raise and appropriate the sums of money for Highway Department purposes as set forth in the schedule below.

Expense	Amount
1. For the Road Machinery Account	\$30,291
2. For Repairs on Private Ways	\$10,000

Comments: Road Machinery Account pays for repairs and maintenance of highway trucks and heavy equipment. Private Way Account pays for repairs and maintenance of unaccepted roads maintained by the Town.

ARTICLE 18. ROAD CONSTRUCTION

Move to appropriate and borrow the sum of One Hundred Fifty-six Thousand Sixty-three Dollars (\$156,063) for construction, reconstruction and/or improvements to Town roads, as requested by the Board of Selectmen, to be reimbursed by the Commonwealth pursuant to Chapter 291 of the Acts of 2004.

Comments: This is an annual appropriation in anticipation of State reimbursement for previously awarded highway improvements grant funds.

ARTICLE 19. FEDERAL SAFE DRINKING WATER ACT

Move to raise and appropriate the sum of Five Thousand Eight Hundred Dollars (\$5,800) to be added to any balance previously appropriated for the purpose of satisfying the compliance requirements of the Federal Safe Drinking Water Act, as amended, in accordance with State Regulation, to be expended under the direction of the Board of Health.

Comments: This appropriation provides funds to cover the costs associated with the compliance requirement of the Federal Safe Drinking Water Act as it pertains to the Town's public drinking water system.

ARTICLE 20. HOUSEHOLD HAZARDOUS WASTE COLLECTION

Move to raise and appropriate the sum of Fifteen Thousand Dollars (\$15,000) to be added to any balance remaining from the previous appropriation, to be expended under the direction of the Board of Health for the purpose of providing for household hazardous waste collection.

Comments: This appropriation allows the Board of Health to fund its hazardous waste collection efforts. Professionals are hired to manage the collection process.

ARTICLE 21. EMERSON HOSPITAL HOME CARE

Move to raise and appropriate the sum of Two Thousand Dollars (\$2,000) to be added to any balance remaining from the previous appropriation, to be expended under the direction of the Board of Health for the purpose of providing home care services and communicable disease follow-up services to Stow residents.

Comments: This appropriation allows the Town to continue to offer health services to residents through the Board of Health.

ARTICLE 22. SOLID WASTE DISPOSAL CONTAINER

Move to raise and appropriate the sum of Two Thousand Two Hundred Dollars (\$2,200) for the purpose of renting a container and disposing of solid waste, which has been dumped on town land and roadsides, to be expended under the direction of the Board of Health.

Comments: This appropriation funds the monthly rental of a commercial dumpster to dispose of trash found on Town-owned land.

ARTICLE 23. STOW CULTURAL COUNCIL

Move to raise and appropriate the sum of Three Thousand Dollars (\$3,000.00) to be added to any balance remaining from previous appropriations to produce cultural activities and programming in Stow, including Two Thousand Dollars (\$2,000.00) of these funds to be used to support Springfest activities.

Comments: This appropriation allows the Cultural Council to sponsor various cultural activities in the Town of Stow.

ARTICLE 24. SNOW AND ICE ACCOUNT

Move to appropriate and transfer the sum of Twenty-five Thousand Dollars (\$25,000) from the Free Cash Account to supplement the Town's FY 2005 Snow and Ice Account.

Comments: This appropriation will fund a portion of the Town's FY 2005 Snow and Ice Account deficit resulting from an unusually harsh winter.

ARTICLE 25. PURCHASE OF INFORMATION TECHNOLOGY EQUIPMENT

Move to raise and appropriate the sum of Thirty-one Thousand Five Hundred Dollars (\$31,500) to be added to any balance remaining from previous appropriation, to be expended under the direction of the Town Administrator for the purchase of computer equipment and software for various Town departments; and to authorize the Town Administrator to sell, trade or otherwise dispose of existing equipment in connection therewith.

Comments: This appropriation allows for information technology purchases and maintenance throughout the year.

ARTICLE 26. FY 2005 LEGAL SERVICES

Move to appropriate and transfer the sum of Eight Thousand Five Hundred and Seventy-six Dollars (\$8,576) from the Town's Overlay Surplus Account and appropriate and transfer the sum of Ten Thousand Dollars (\$10,000) from the Town's Courtroom Consultant Account to supplement the Town's FY 2005 Legal Account.

Comments: This appropriation supplements the Town's Legal Account to pay for the services of Town Counsel throughout the remainder of FY 2005.

ARTICLE 27. FY 2006 LEGAL SERVICES

Move to raise and appropriate the sum of Thirty Thousand Dollars (\$30,000) to be added to any balance remaining from a previous appropriation, for the purpose of funding the Town's FY 2006 Legal Account.

Comments: This appropriation will fund the Town's Legal Account, together with any remaining unexpended FY 2005 funds, for FY 2006.

ARTICLE 28. POLICEMEN & FIREMEN MEDICAL PAYMENTS

Move to raise and appropriate the sum of Four Hundred Dollars (\$400) to be added to any balance remaining and previously appropriated, in anticipation of possible claims presented to the Town under the provisions of Chapter 41, Section 100 of the General Laws, for the payment of medical and other allowable expenses incurred by policemen or firemen injured in the performance of and within the scope of duty.

Comments: This appropriation allows for the Town to pay for reasonable medical expenses for police and fire employees injured in the line of duty.

ARTICLE 29. COMMUNITY PRESERVATION COMMITTEE EXPENSES

Move to appropriate from Fiscal Year 2006 Community Preservation Fund Annual Revenues the sum of Thirty Thousand Dollars (\$30,000) to be expended for wages and expenses associated with the creation, implementation and maintenance of Community Preservation programs, in accordance with the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act, including but not limited to office supplies, clerical assistance, property surveys, appraisals, attorneys' fees, and other professional services, recording fees, printing and all other necessary and proper expenses for the Fiscal Year 2006, in accordance with a budget to be prepared for and approved by the Town Administrator.

Comments: As part of the Community Preservation Act, these funds may be used for administration.

ARTICLE 30. COMMUNITY PRESERVATION RESERVES

Move to reserve for later appropriation monies from the Community Preservation Fund Balance collected from both the Community Preservation Act Surcharge and the State Trust Fund Distribution and collected from Fiscal Year 2006 Community Preservation Fund Annual Revenues for the undertaking of Community Preservation projects.

Comments: This is a "housekeeping" article that allocates the minimum amounts for the three allowable uses.

ARTICLE 31. VETERANS' BENEFITS

Move to raise and appropriate the sum of Ten Thousand Dollars (\$10,000), to be added to any balance remaining from previous appropriations, to be used for providing Veterans' Benefits to eligible Stow veterans, in accordance with Massachusetts General Laws Chapter 115, to be expended under the control of the Veteran's Agent.

Comments: This appropriation will fund the monthly living expenses of qualified Stow veterans, as required by law. The Town will be reimbursed 75 percent by the state for these costs.

*******End of the Consent Calendar*******